



Personnel

## ASSIGNMENTS WITHIN THE RESERVE COMPONENTS

★This instruction implements AFD 36-21, *Utilization and Classification of Air Force Military Personnel*. It explains Department of Defense (DoD) total force procedures and establishes Air Force procedures for assigning and using members of the United States Air Force Reserve (USAFR). ANGUS refers only to federally recognized organizations and members. Key employee guidelines and assignments from the Retired Reserve in chapter 1, statutory tour guidelines in Chapter 3, and Part 2 of this instruction apply to the Air National Guard. Only the Director Air National Guard (ANG) (also referred to by the office symbol of NGB/CF), or Chief of Air Force Reserve (HQ USAF/RE) may waive this instruction unless the instruction states otherwise. The Privacy Act of 1974 applies to this publication. Each form specified in the instruction that is subject to AFI 37-132, *Air Force Privacy Act Program*, contains a Privacy Act Statement. Executive Order 9397 and Title 10, United States Code (U.S.C.), Section 8013, give the Air Force authority to collect and keep these records. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels (recommendations from ANG units must be sent through NGB/DP), to HQ ARPC/XP, 6760 E. Irvington Place #7500, Denver CO 80280-7500. Attachment 1 is a glossary of references, abbreviations, and acronyms.

### SUMMARY OF REVISIONS

★This revision; changes office symbols MSPXX to DPMXX throughout; gives additional guidance on colonel assignments; delegates program manager responsibilities to HQ ARPC/DRM for individuals in Air Force Elements (paragraph 1.1.6.1.); expands the definition of key positions and key employees (paragraphs 1.4.6.-1.4.6.12.); defines the 180-day reassignment-policy for promotees (paragraphs 1.5.5.4. & 1.5.5.5.); clarifies qualification requirements for nurses (paragraphs 1.8.5. - 1.8.5.5.); changes assignment procedures for Judge Advocates and paralegals (paragraph 1.8.6.) removes the 4-year limit on tours of duty for Senior Enlisted Advisors (paragraph 1.9.); notes to table 1.2. clarify overgrade policy for lieutenant colonels; includes changes to policy in chapter 3 for enlisted statutory tour members and officers serving under 10 U.S.C., Section 265; revises "active duty sanctuary" procedures (paragraph 4.1.6.); redefines participation for the Ready Reserve Personnel Section (RRPS) (paragraphs 5.3.2.-5.3.2.2.); clarifies Rule 4 in table 5.1., therefore causing the renumbering of the subsequent rules; changes dates in table 5.2. A ★ indicates revisions from the previous edition.

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## PART 1

## SELECTED RESERVE ASSIGNMENTS

## Chapter 1

## ASSIGNMENTS THROUGH THE GRADE OF COLONEL

**1.1. Assignment Responsibilities.** Under Air Force personnel policy:

- Members must qualify for positions by grade and Air Force Specialty Code (AFSC). That is, a member's grade and AFSC must match the position's grade and AFSC.
- Commanders must actively recruit qualified members of all races, sexes, creeds, and ethnicity.

**1.1.1. Reassignment Within the Ready Reserve.** The Secretary of the Air Force may direct a special screening of the Ready Reserve:

- When the Ready Reserve has more members than it needs in a mobilization.
- To make sure that members are within the maximum service or age limits, and that they meet standards for active force assignments.

**1.1.1.1.** Tell members about the screening. Then begin a review process to determine if members:

- Stay in the Ready Reserve.
- Transfer to Retired Reserve (if they are eligible and apply).
- Transfer to Standby Reserve.
- Are discharged.

**★1.1.2. HQ USAF/RE Responsibilities.** HQ USAF/RE reviews and approves all colonel assignments to:

- ★ Individual Mobilization Augmentees (IMA) positions to the Office of the Assistant Secretary of Defense (OASD) and the Office of the Joint Chiefs of Staff (OJCS).

**★1.1.2.1.** HQ USAF/REP reviews and approves all assignments to IMA colonel positions (non-line IMA colonels excepted.)

**1.1.3. HQ USAF/REP Responsibilities.** HQ USAF/REP is the office of primary responsibility (OPR) for USAFR assignment policies.

**★1.1.3.1.** Military Personnel Flights (MPF) send exception to policy requests through channels to:

- HQ AFRES/DPR for unit program lieutenant colonels and below.
- HQ AFRES/DPO for unit program lieutenant colonels in colonel positions and colonels.
- HQ ARPC/DPR for all IMA lieutenant colonels and below.

**1.1.4. AFRES Assignments.** In peacetime AFRES manages Selected Reserve Category A units according to wartime mission needs.

**★1.1.4.1.** HQ AFRES/CV reviews and approves all unit program colonel assignments and lieutenant colonel assignments to colonel positions.

**1.1.4.2.** AFRES numbered Air Force (NAF) and wing commanders approve all command assignments in their units for personnel in grades lieutenant colonel and below.

**1.1.4.3.** Unit commanders approve all other assignments in their command.

**1.1.5. HQ ARPC Assignments:**

**★1.1.5.1. IMA Responsibilities.** IMAs provide fast, sizable expansions of the active force per AFI 38-204, *Air Force Manpower Programming*. Fill IMA positions based on active force wartime manpower needs. Normally, attach IMAs to active duty, ANGUS, or USAFR units for inactive duty training (IDT).

**1.1.5.2. Assigning an IMA.** Assign an IMA for training following these priorities:

- To a single location: All training (IDT/Annual Tour) takes place at the member's Unit Manpower Document (UMD) mobilization site.
- To a single training location (STL): All training takes place at a single site near the member's home. To let the member train near home, the STL may be in the same command that needs manpower or in another command. The member mobilizes to the UMD mobilization site.

**EXCEPTION:** If an IMA Program Manager (IMAPM) approves, an IMA may train in an assigned or attached arrangement, in which the member is assigned to the mobilization unit and attached to a unit near their home.

**1.1.5.3. Major Command (MAJCOM) Responsibilities.** The MAJCOM IMAPM is responsible for personnel, manpower, and programming issues relating to assigned IMAs. In an electronic message, use the Address Indicating Group (AIG) 9316 to identify the program manager.

**1.1.5.4. Assignment.** HQ ARPC/DPR assigns personnel below the grade of colonel to MAJCOM IMA positions but may assign them to:

- Centrally managed programs.
- Air Force Intelligence Agency (AIA).
- HQ AFRES.
- Office of Special Investigations (OSI).
- Office of the Assistant Secretary of Defense (OASD).
- Office of the Joint Chiefs of Staff (OJCS).

1.1.5.5. **Coordination.** Coordinate with gaining MAJCOM and field operating agencies (FOA) in cases involving:

- AFSC determination.
- Reclassification.
- Retraining.
- Predetermined special category (SPECAT) assignments.

★1.1.5.6. **Additional Responsibilities.** In addition, HQ ARPC/DPR:

- Publishes assignment orders for colonel positions as HQ USAF/REPS directs.
- Publishes assignment orders to ANGUS units.
- Reviews assignment applications from individuals assigned to HQ ARPC.
- Tells HQ AFRES/DPR about negative information of concern to the gaining commander.
- Assigns individuals to United States Air Force Reserve units at HQ AFRES/DPR's or an AFRES MPF's request.
- Determines the eligibility of officers on extended active duty (EAD) who apply for a participating Reserve category position.
- Directly assigns reservists to IMA positions who meet assignment eligibility without waivers.

★1.1.6. **MAJCOMs, Central Managers, and FOAs:**

- Approve IMA assignments, except for colonels. The non-line central managers approve their colonels assignments.
- Coordinate assignments with HQ ARPC/DP or HQ AFRES/DP or both.
- Ensure prompt assignments by talking directly to HQ ARPC/DPR.

★1.1.6.1. **HQ ARPC/DRM Responsibilities.** HQ ARPC serves as the program manager for individuals assigned to Air Force elements.

★1.1.7. **Reassignment.** When told about reassignment to a selected Reserve unit or IMA position, losing commanders and IMAPMs, review the decisions from a quality force standpoint. They tell the gaining commander, MPF (for unit assignments), or HQ ARPC/DPR (for IMA assignments) of any negative or questionable results.

★1.1.8. **Filling Projected Vacancies.** Recruiting may fill projected vacancies 12 months in advance. UMD Code 2 applies.

1.1.9. **Factors To Consider.** Recruiters, commanders, and IMAPMs must consider the applicant's residence, future plans, and possible conflicts with civilian occupation before approving an assignment.

★1.1.9.1. Applicants should live within 100 miles or 3 hours one-way driving time from their training sites.

However, unit commanders may approve assignments of members living further away by signing the AF Form 1288.

**1.2. Assignment Priorities.** Process volunteers for positions in the Selected Reserve according to these priorities:

- Priority 1--Members of the Selected Reserve who want to re-enlist.
- Priority 2--Members without positions because of unit deactivation, relocation, or manpower authorization changes.
- Priority 3--Members of Selected Reserve units who want to transfer from another place.
- Priority 4--Members applying under the PALACE CHASE program and members involuntarily separated from active duty because of force reductions.
- Priority 5--Members of the IRR.
- Priority 6--Other prior service individuals.
- Priority 7--Non-prior service individuals.

★1.3. **Assignment Waivers.** HQ AFRES/DPR for unit personnel lieutenant colonel and below, AFRES/CV for unit personnel lieutenant colonel filling colonel positions and colonels, and HQ ARPC/DP for IMA personnel below the grade of colonel may authorize assignment waivers. HQ USAF/REP is the waiver authority for line IMA colonels.

★1.3.1. Coordinate waivers through the servicing MPF. MPF chiefs must coordinate on all waivers pertaining to lieutenant colonels in 06 positions and all colonels for unit personnel.

★1.3.2. Finalize and approve waivers before the assignment's effective date. If waiver is disapproved, the appropriate DPMAR reassigns a member whose waiver was rejected to HQ ARPC within 180 days. See table 5.1.

★1.3.3. File completed waivers in the member's unit personnel records group (UPRG) or keep them in local MPF/DPMA files until the waiver's expiration date.

★1.3.4. For unit members, note that commanders at any level may reject and return a waiver to its originator. For IMAs below the grade of colonel any level within the chain of command may disapprove waiver requests.

★1.3.5. Note that the waiver authority may rescind approved waivers at any time.

## 1.4. Availability for Mobilization:

1.4.1. Members must:

- Let their civilian employers know of their continued military affiliation, training requirements, and projected assignments.
- Tell their commanders and military supervisor

about changes that affect their availability, such as, civilian employment, dependent status, or physical qualifications. Use AF Form 512, **Change of Address/Telephone Number** (ANG/USAFR), to report changes of address and telephone numbers.

1.4.2. Individuals who cannot mobilize immediately are ineligible for Air Force Reserve assignment.

1.4.3. After receiving mobilization orders, civilian employment is not a factor in granting a deferment, delay, or exemption from mobilization.

1.4.4. Do not assign personnel exempt from mobilization to a point-gaining activity if the exemption will last more than 12 months.

1.4.5. Eligible members may send a request for reassignment to the Standby or Retired Reserve.

★1.4.6. DoD Directive 1200.7, *Screening the Ready Reserve*, provides guidance on the processing of key employees in both the federal and non-federal sector.

★1.4.6.1. DoD Directive 1200.7-designated Key Federal Positions are those that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively. Those designated by name are:

- The Vice President of the United States or any official specified in the order of presidential succession.
- Members of Congress, heads of federal agencies, appointed by the President with the consent of the Senate (does not include persons appointed to a federal agency as a member of a board or commission), and the federal judiciary.
- Other federal positions determined by federal agency heads, or their designees, to be key positions, require a case-by-case determination and designation. A federal position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively is a key position.

★1.4.6.2. Non-federal employers are encouraged to use the federal key position guidelines for recommending key employees for removal from the Ready Reserve. The position must be needed for the agency's or industry's support of mobilization or national emergency functions.

★1.4.6.3. A federal, state, or local government agency or private industry that designates a key position, must have a shortage of qualified personnel.

★1.4.6.4. Employers:

- Determine key employee status.
- Tell HQ ARPC/DS (for USAFR members) or the state Adjutant General (AG) (for ANGUS members) that a member is a key employee.

★1.4.6.5. HQ ARPC/DS (or the state AG for Air National Guard members) tells the member of the civilian

employer's notification and sends an information copy to the MPF/DPMA.

★1.4.6.6. The member may apply for an assignment to the non-affiliated Reserve section (NARS)/ND and if accepted, continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement.

★1.4.6.7. If the member does not apply to NARS/ND within 45 calendar days after being named, the orders publishing agency assigns the member to:

- NARS-NB if the member has a military service obligation (MSO).
- The Inactive Standby List Reserve section (ISLRS) if the member has no MSO.

★1.4.6.8. HQ ARPC or a state Adjutant General reviews military mobilization manpower needs to see whether a conflict exists and needs negotiation. HQ ARPC/DSFA sends letters it receives for AFRES unit members to the members' MPFs. The NAF/CC or state AG determines the military mobilization manpower needs and decides whether a conflict exists and needs negotiation. The MPF reassigns members to the Standby Reserve within 90 calendar days if no conflict exists.

★1.4.6.9. For Negotiation of Designated "Key" Status:

• **Purpose:**

- Seeks to resolve conflicting civilian and mobilization manpower needs.
- May not begin without the member's written acknowledgment.
- Takes place between the member's commander and the civilian agency or employer.

• **Resolution:** Within the USAFR, if negotiations do not result in a solution:

- The commander documents the case and sends it through channels to HQ USAF/REP.
- HQ USAF/REP or NGB/DP for ANG members sends the case to SAF/MI for arbitration with the civilian agency or employer.
- If SAF/MI does not negotiate a mutually acceptable solution with the civilian agency or employer, SAF/MI sends the case to Federal Emergency Management Agency (FEMA) for final arbitration per DoD Directive 1200.7, *Screening the Ready Reserve*, April 6, 1984.

★1.4.6.10. Designated key employees (except for those positions designated by-name in 1.4.6.1, above) who want to stay in their current Reserve assignments may ask their commanders to:

- Help resolve the matter with their employers.
- Document their continued participation based on military needs.

★1.4.6.11. If negotiation between the commander and

the employer does not resolve the conflict, the case goes through the channels paragraph 1.4.6.9. describes. All action must take place within 30 calendar days after the Air Force receives notice that an individual is a key employee.

★1.4.6.12. After making a removal determination in response to a petition for such action, the commanders must promptly notify the reservist and employer.

### 1.5. Grade Criteria (Overgrade and Undergrade):

★1.5.1. **Undergrade and Overgrade Approvals (Lieutenant Colonels and Below).** Commanders will approve under grade and overgrade waivers only when considered to be in the best interest of the USAFR. Unit commanders/IMA supervisors will submit requests for overgrade waivers to the wing commander/IMAPM for approval. As a minimum, waiver requests must contain the following information:

- Member's grade, name, SSN.
- Whether this is a one or two grade overgrade waiver condition.
- Previous position number and authorized grade (if unknown or not applicable, so state--not applicable if the member is reassigned from HQ ARPC or another base).
- Position number/authorized grade.
- DAFSC; PAS Code; date overgrade condition originated.
- Current overgrade expiration date, if applicable.
- Desired expiration date.
- Explanation of how the overgrade condition occurred, to include:
- Action change number (ACN) for manpower changes.
- Justification to warrant the overgrade waiver.

The signature of the approval authority (table 1.2.) on the assignment document, AF Form 1288, **Application for Ready Reserve Assignment** or input into RMVS remarks and AF Form 2096, **Classification/On the Job Training Action**, constitutes approval of an under grade waiver. The wing commander, or the IMAPM will notify the unit commander/IMA supervisor of overgrade waiver approval. The DPMA for unit and HQ ARPC/DPR for IMAs will continue the assignment processing on approved waivers.

★1.5.2. **Approval Provisions.** Table 1.2. lists under grade and overgrade situations and approval authorities. Additional provisions apply to approval authorities:

- Approve only the two-grade overgrade waivers resulting from a manpower change the NAF, wing, group, or unit did not initiate.
- Request an overgrade waiver to assign an IMA technical sergeant to a staff sergeant position.
- Within the unit program, unit commanders may

authorize a technical sergeant to fill a staff sergeant position without a waiver.

- Do not delegate the overgrade and undergrade approval within the unit program.

1.5.3. **Voluntary Demotion.** Voluntary demotion may be needed for a member to qualify for a position. However, demotion below the grade of staff sergeant is not required.

1.5.4. **Denied Waivers.** For denied waivers the unit commander or IMA supervisor tells the member:

- The waivers are denied.
- They may accept voluntary demotion per AFI 36-2503, *Administrative Demotion of Airmen*, to qualify for assignment.
- They have been assigned to another position.
- They will be reassigned to ARPC with an EDCSA of no later than 180 calendar days.

★1.5.5. **Waiver Expiration.** The appropriate DPMAE tells unit commanders or IMAPMs 90 calendar days before an overgrade waiver expires.

★1.5.5.1. The unit commander or IMAPM has 60 calendar days to send a revalidation; otherwise, the appropriate DPMAR assigns the member to either:

- A position consistent with the member's grade and AFSC.
- ARPC no later than the waiver's expiration date.

★1.5.5.2. If a unit commander withdraws an overgrade waiver, the appropriate DPMAR reassigns the member to ARPC with an EDCSA of no later than 180 days.

1.5.5.3. The unit commander or IMAPM writes to the member about changes in overgrade status.

★1.5.5.4. A member promoted to the rank of colonel is given 180 days from promotion effective date (PED) to secure an 0-6 position. If a position is not available, reassign the member to HQ ARPC in a surplus status (see table 5.1. rule 14.) This also applies to an 0-6 who has been replaced or whose position has been downgraded.

★1.5.6. **Promotion Enhancement Program (PEP).** An enlisted member promoted under the PEP does not need the overgrade waiver that paragraphs 1.5.1 through 1.5.5 describe. The PEP promotion order is the source document for the waiver.

★1.5.6.1. PEP members:

- May be considered for normal overgrade assignment when PEP overgrade is lost due to transfer to another manpower position or their position is downgraded or deleted.
- Have one grade over their positions' authorized grade.

★1.5.7. **Undergrade and Overgrade Approvals (Lieutenant Colonels in Colonel Positions and Colonels).**

★1.5.7.1. The wing commander sends waivers for AFRES assigned colonels and lieutenant colonels in

colonel positions through channels to AFRES/DPO for HQ AFRES/CV approval.

★1.5.7.2. The Director of Personnel HQ USAF/REP approves IMA colonel undergrade waivers for Lt. Colonels in Colonel positions.

### 1.6. Air Force Specialty Code (AFSC) Criteria:

1.6.1. Before accepting a member for an assignment, unit commanders or MAJCOM IMAPMs consider:

- Assigning an officer to an allied career field.
- Assignment of an enlisted member to a position in the same or similar career field.
- Assignment in an additional AFSC.
- Classification actions that AFIs 36-2102, *Preparation of Personnel Selected for Relocation-Base Level Procedures*, 36-2107, *Active Duty Service Commitments* and 36-2110, *Assignments*, authorize.
- Qualifications a member gains from civilian schooling or employment.
- Assignment for retraining in a new Air Force specialty when possible.
- Assignment (usually) of only fully qualified persons to IMA positions.

### 1.7. Rated Assignments:

#### 1.7.1. Rated Officer Assignment:

1.7.1.1. Assign only rated officers to rated positions.

1.7.1.2. Reassign members disqualified for aviation service the day after disqualification. Members disqualified for medical reasons may fill rated positions that do not require flying certification or duties.

1.7.1.3. For lieutenant colonel and below authorizations with a rated position identifier (RPI), the MPF:

- Coordinate assignment actions with the squadron commander or operations officer.

1.7.1.4. Assign vacant positions to members chosen for Undergraduate Pilot Training (UPT) or Undergraduate Navigator Training (UNT). Overages are permitted for up to 5 years from the member's total federal commissioned service date (TFCSD). UMD overage Code 6 applies. If an overage UPT/UNT candidate has over 5 years' TFCSD, the unit commander asks HQ AFRES/DPR for help.

1.7.1.5. Do not assign a rated officer to be a chaplain or judge advocate unless the member requests voluntary disqualification from aviation. On approval of request, HQ ARPC/DPR appoints the member to the Chaplain Corps or JAGDR.

1.7.2. **Enlisted Aircrew Assignments.** Enlisted aircrew personnel must meet AFI 48-123, *Medical Examination and Medical Standards*, medical requirements and have a current class III flying physical. Individuals attending a formal school must also comply with special medical requirements listed in AFCAT 36-2223, *US Air Force Formal Schools*.

#### ★1.7.3. Assignment of Active duty Retired Members

**to Reserve Units.** When critical manpower shortages occur, HQ USAF/REP gets approval from the Secretary of the Air Force to assign retired members, per 10 U.S.C. 269. See table 1.1, rule 18.

1.7.3.1. Commanders use assigned aircrew to the fullest extent before requesting assignment of a retired individual.

1.7.3.2. Applicants must:

- Have served fewer than 28 years (based on their pay dates) when they apply.
- Qualify fully for the position.

### 1.8. Professional Specialty Assignments (Chaplain, Legal, and Medical):

★1.8.1. **ARPC Central Managers (SG, HC, JA).** Central managers evaluate individuals once a year for possible reassignment to another position. Central managers review and approve all applications for professional specialties:

- Category B IMAs (paid annual tour and 24 IDT).
- Category B IMAs (paid annual tour only).
- Category E (participating medical and non-medical IRR).

★1.8.2. **Category A Unit Assignments.** AFRES NAF, or wing commanders recommend approval for chaplain and legal professional specialty assignments for lieutenant colonel and below. They:

- Coordinate with HQ AFRES/HC before approving a chaplain or chapel manager assignment.
- Send requests for professional specialty assignments for colonels to HQ AFRES/DPO for AFRES/CV approval.

★1.8.3. **Medical Services Officer Career Area.** Applicants for medical services must have the AFSC of the position. If no qualified candidates are available, commanders send requests for waivers through channels to HQ AFRES/SG (for unit) or HQ ARPC/SG (for IMA). (Lt. Colonels in Colonel billets or assignments must be sent to HQ AFRES/DPO for AFRES/CV approval.)

#### 1.8.4. Flight Surgeon:

★1.8.4.1. HQ AFRES/SG, HQ ARPC/SG, or the US Air Force Surgeon General certifies the required medical examinations.

1.8.4.2. Applicants for flight surgeon positions must:

- Qualify medically for flying duties per AFI 48-123.
- Obtain a flying Class III medical examination within 90 days after assignment if they are not rated as flight surgeons.

1.8.4.3. Applicants for the Aerospace Medicine Primary Course must complete all medical requirements within 120 days after the course starts.

1.8.4.4. An applicant may already be rated as a flight surgeon, pending aeronautical revalidation or requalification and medical qualification.

1.8.4.5. Reassign medical officers who do not meet AFI 36-2214 medical requirements to a position for which they qualify or to HQ ARPC.

1.8.4.6. A non-rated flight surgeon may apply for an Aerospace Medicine Physician position. The applicant:

- Must agree in writing to start the primary course in Aerospace Medicine within 1 year of assignment.
- May complete this course in increments, but must complete it within 3 years.

1.8.4.7. Commanders reassign officers who fail to complete this course to a position for which they qualify or to HQ ARPC.

1.8.4.8. Verify the applicant's self-employment by asking a colleague or by Income Tax Form 1040, with all information blacked out except for name, SSN, and occupation.

1.8.5. **Nurses.** Do not assign to the Reserve or attach as a reinforcement designee (RD) a nurse who does not actively practice nursing. This requirement is in addition to those in AFI 36-8001, Reserve Education and Training.

★1.8.5.1. Active engagement in nursing is defined as a nurse who is employed or working voluntarily in a position that requires a registered nurse (RN.) The minimum requirement for active engagement in nursing is 180 hours per calendar year. Documented verification of active engagement can be obtained by one of the following:

- Employer.
- If self-employed and affiliated with a hospital or other institution, that institution can verify.
- If self-employed without affiliation, verification can be determined by another colleague or by Tax Form 1040 with all information blacked out except for occupation.

★1.8.5.2. This requirement for 180 hours a year can also be met by:

- Military Personnel Appropriation (MPA) funded active duty tours that relieve critical active duty personnel shortages at a medical treatment facility.
- MPA-funded active duty tours for any operational aeromedical evacuation mission.
- MPA-funded active duty tours that support specific active duty medical operations.
- Points only volunteer nursing in active duty MTFs.
- Studying full time for a degree in nursing as defined by the educational institution.

★1.8.5.3. For assignment to the 9020 Air Reserve Squadron, a nurse must be employed full time (at least 32 hours a week) in a critical skill as defined by HQ USAF/SG or HQ USAF/REM.

★1.8.5.4. For the Category A nurses:

- The unit commander or approving officer verifies employment.
- The unit chief nurse notifies the unit commander of noncompliance.
- The unit commander advises the officer, in writing 90 calendar days before reassignment and sends an information copy to HQ AFRES/SGN.

★1.8.5.5. For IMA and participating IRR nurses:

- Unit of attachment verifies employment.
- HQ ARPC/SGP monitors the program and notifies the individual that noncompliance resulted in reassignment

★1.8.5.6. Commanders must make sure applicants (flight nurses) for positions in aeromedical evacuation (AE) units meet the following requirements:

- Meet AFI 48-123 medical requirements.
- Obtain a flying Class III medical examination within 90 calendar days of effective date of assignment.
- Obtain medical certification from HQ AFRES/SG.
- Complete all medical requirements no later than 120 calendar days before the Flight Nurse Course OLY9761 begins.
- Agree in writing to attend Course OLY9761 within 1 year after reassignment.

★1.8.5.6.1. Completion of the Flight Nurse Course is necessary for a Chief Nurse in AE units.

★1.8.5.6.2. Commanders may keep medically disqualified flight nurses in non-flying positions for which they qualify (such as AELT/AEOT) or reassign them to HQ ARPC.

★1.8.6. **Guidance.** See AFI 51-802, *Assignment to the Judge Advocate General's Department Reserve* for guidance on eligibility and processing requirements for assignment to any Judge Advocate or paralegal position. Within the unit program, contact HQ AFRES/JA for assistance.

★1.9. **AFRES Senior Enlisted Advisor (SEA) Assignments.** SEAs must have the grade CMSgt or be eligible for promotion to CMSgt upon assignment to the position.

★1.9.1. Wing commanders reassign SEAs when they complete their tour of duty, unless they voluntarily retire.

1.9.1.1. However, do not reassign SEAs who are within 6 months of their High Year of Tenure Date (HYTD) or age 60.

★1.9.1.2. Assignment of a former SEA to a CMSgt position (other than an SEA position) as an overage:

- Is only authorized if the member completes a 4-year tour of duty as a SEA.



- May be for only one former SEA at a time.
- Is exempt from other wing or group non-commissioned officer (NCO) promotion accountability.
- May be placed in any Chief Enlisted Manager (CEM) position if the member meets the prerequisites of the AFSC or retraining qualifications.

★1.9.2. Priority placement fills vacancies first and keeps overages only if no other positions are available. If no positions are available, and the wing commander elects not to retain as an overage, assign members to ARPC after they complete their SEA tour.

★1.9.3. A wing commander who approves a former SEA as an overage includes this statement in the assignment source document: "Member approved as an overage per AFI 36-2115. Overage waiver expires \_\_\_\_ (date) \_\_\_\_\_. The wing commander may withdraw this waiver at any time."

★1.9.3.1. Before their assignment to an SEA position, applicants must acknowledge in writing that they understand the statement. The DPMA files this acknowledgment in the member's UPRG. See AFI 36-2109, *Chief Master Sergeant of the Air Force and Senior Enlisted Advisor Programs*, for additional guidance on SEA personnel actions.

1.9.3.2. Send HQ AFRES/DPRA a copy of the assignment source document for PDS updating of the overage code or expiration date. UMD Code 4 applies.

**1.10. Reassignment for Medical Reasons.** Normally, physical disqualification from worldwide service prevents individuals from participating in active and inactive duty training. To operate efficiently the Air Force must protect the health and safety of its military personnel.

1.10.1. Members who test positive for the Human Immunodeficiency Virus (HIV) may stay in a position that does not require overseas deployment. To do so, the member must be clinically well.

1.10.1.1. Reassign members testing HIV positive to the Standby Reserve, active section, only if the Ready Reserve cannot use them.

1.10.1.2. The unit commander for unit members or the IMAPM for IMAs makes this determination case by case.

1.10.2. When reassignment is needed:

- HQ AFRES/DPR (for unit) and HQ ARPC/DPMA (for IMAs) update the assignment in PDS.
- The losing MPF (for unit) or IMAPM (for IMAs) tells the member of the new assignment and publishes orders with the following statement: "Do not reassign member to the unit program without HQ AFRES/DP approval."
- Process assignment requests quickly to ensure the member due process.

1.10.2.1. Members assigned to Standby Reserve may apply for non-mobility positions if::

- A requirement exists.
- They are qualified.

They are medically certified for unit affiliation. ★

1.10.2.2. Do not reassign a member to the IMA program without HQ ARPC/DP approval.

1.10.3. For medical reassignments:

1.10.3.1. MPF chiefs personally review all reassignments and send case files through command channels in a sealed envelope marked "TO BE OPENED BY ADDRESSEE ONLY."

1.10.3.2. Each reviewing official ensures the confidentiality of the case file.

★1.10.3.3. The appropriate DPMA updates Assignment Limitation Code (ALC) C and Deployment Availability Code 41 for members in Selected Reserve and in the active section of Standby Reserve.

1.10.3.4. Assign individuals to positions that, upon mobilization or deployment, have medical support available.

1.10.3.5. The unit commander or IMAPM coordinates these assignments with HQ AFRES/SG (unit program) or HQ ARPC/SG (IMA program).

1.10.3.6. Process medically unfit members for discharge. Members with at least 17, but less than 20, satisfactory years for retirement must have HQ USAF/REP approval before reassignment out of a Ready Reserve position.

1.10.4. The unit commander/IMAPM sends a case file through the MPF and wing or group commander to HQ AFRES/DP for unit personnel and HQ ARPC/SG for IMA personnel. Case files include:

- A copy of the commander's recommendation.
- The member's grade, name, and SSN.
- Statement that no non-mobility positions are available.
- Commander's letter of notification.
- Member's acknowledgment and rebuttal, if sent.
- AF Form 422, **Physical Profile Serial Report**.
- All medical facility letters.
- Copy of HIV-positive test results (if applicable).
- Any letters of counseling.
- Any other pertinent documentation.

1.10.4.1. HQ AFRES/SG (unit) or HQ ARPC/SG (IMAs) sends final disposition instructions to the member's MAJCOM. If AF Form 422, is in the unit participation folder, excused absence requests are not needed.

★1.10.4.2. The commander's letter notifies the member that:

- AFI 36-2115, part 2, table 5.1, rule 26, provides for reassignment.
- No non-mobility positions are available.
- The member may not participate in Reserve

activities for pay or points until a final determination has been made.

- If the member does not send a rebuttal within 15 calendar days after receiving the letter, reassignment processing continues.

1.10.4.3. Members acknowledge receipt by endorsement and indicate whether they are sending a rebuttal, statements, or documentation.

1.10.4.4. The medical facility letters should include all letters telling the unit commander of HIV test results and letters advising the member to contact the medical facility for counseling. If the member does not acknowledge receiving the medical facility letter, provide a copy of the certified mail receipt.

1.10.4.5. Return disapproved requests from any level to the unit commander or IMAPM for further action.

1.10.5. To re-enter the Ready Reserve after medical disqualification, a member sends a request to HQ ARPC/DPR, 6760 E. Irvington PL #2200, Denver CO 80280-2200. The request contains a report of a medical examination and a statement of the reasons for the physical disqualification.

1.10.5.1. The member may be assigned to a unit or IMA position if the surgeon, HQ ARPC, finds that the physical condition is no longer disqualifying, and the individual is otherwise eligible for Ready Reserve.

1.10.5.2. HQ ARPC/DPR may assign Retired Reserve members if the individual is otherwise eligible for Ready Reserve assignment. See AFI 36-3203, *Service Retirements*, paragraph 1.11.9. for eligibility criteria.

1.10.6. Pregnant members in the IRR or Standby Reserve or on active duty with a remaining MSO, may ask for an assignment to active Reserve.

1.10.6.1. A qualified physician must state in writing if a member's pregnancy is uncomplicated and allows for an assignment.

★1.10.6.2. Participating pregnant members who do not ask for reassignment keep their present status. However, to prevent the member's mobilization, the MPF updates PDS using Deployment Availability Code "49" with the availability date 6 weeks after the expected delivery date.

**1.11. Assignment Circumstances.** See table 1.1. for assignment restrictions.

1.11.1. **Assignment of Obligated Individuals.** Do not reassign an obligor to make room for a volunteer.

★1.11.2. **Relocation Policy.** This policy covers AFRES unit personnel who relocate their residence from one unit's commuting area to another's unit's commuting area. It applies to officers (major and below) and enlisted members (master sergeant and below) and seeks to prevent the loss of valuable personnel because of relocation. These rules apply:

- The gaining wing commander has approval authority.

- Personnel relocating within a commuting area or asking to change assignments within a commuting area are ineligible.
- Aircrew members must be reassigned to the same weapons system and not exceed C1 status requirements.
- Do not assign personnel who impact the command or supervisory structure unless the gaining commander agrees.
- UMD Code "7" applies.
- The UMD expiration date equals the member's MSO or 2 years from Effective Date of Change of Strength Accountability (EDCSA), whichever is greater.
- Enlisted members must be fully qualified in their Control Air Force Specialty Code (CAFSC).
- Members in retraining are not eligible.
- Relocation overages are not overgraded as well.
- Assign members to shortage or vacant positions in their grade and AFSC.
- An enlisted member may accept a voluntary demotion (not below the grade of staff sergeant) to qualify for a position.

★1.11.2.1. The losing commander recommends the member and certifies (on AF Form 1288) that the member meets all quality force standards.

★1.11.2.2. DPMAR files a copy of the commander's certification in the member's relocation folder. Keep members in their present assignment if the losing commander disapproves the reassignment and initiates appropriate discharge action or reassigns to ARPC.

1.11.2.3. Unit commanders may reassign obligated members to another Category A unit if they believe it's in the Reserve's best interest. Non obligated members must be volunteers for the assignment.

1.11.2.4. The losing MPF sends the assignment application and the commander's certification to the gaining MPF for processing.

1.11.2.5. The gaining MPF:

- Processes the assignment application within 30 calendar days after receiving it and tells the losing MPF what the gaining commander decided.
- Projects the assignment in PDS.

★1.11.3. **Guidelines.** Guidelines for reassignments due to deactivation, relocation or manpower authorization changes of Unit and IMA positions are found in table 5-1. Reassignments may be voluntary or involuntary, in a proper AFSC or with retraining. Unit commanders and IMAPMs:

- Make every effort to reassign qualified overage members to a position.
- Reassign members to ARPC if they cannot locate a position.

- May assign a member to a unit located less than 100 miles or 3 hours from the member's home under normal traffic conditions.

★1.11.3.1. Normally, an AFRES Programming Plan (PPLAN) guides the disposition of overages. In the absence of a PPLAN, overages may be kept in their present assignment for up to 1 year (UMD Code 8 applies). MPFs will use the most current Reserve Transition Assistance Program (RTAP) Guide to process overages. Use UMD Code "8" for overages resulting from manpower changes.

★1.11.4. **Air Reserve Technician (ART) Assignments.** Assign ARTs to the corresponding military and civilian position. DPMAE coordinates on DD Form 359 then notifies the losing DPMAR for completion of AF Form 1288 by the member and the losing commander.

★1.11.4.1. Unit commanders may submit a waiver request on lieutenant colonels and below to the wing or group commander to assign an ART to a non-ART position or a non-ART to an ART position. Waivers may not exceed 120 days. Forward waiver requests on colonels or lieutenant colonels in colonel positions through channels to HQ AFRES/DPO for AFRES/CV approval. (UMD Code 1 applies in all approved cases).

1.11.4.2. Wing or group commanders may revoke a waiver at any time.

1.11.4.3. Members will acknowledge that they received the waiver, in writing.

1.11.4.4. The appropriate DPMAE files a copy of the waiver and acknowledgment in the member's UPRG or local files.

#### 1.11.5. **Assignments Overseas:**

1.11.5.1. Members may not train outside the CONUS unless AFI 36-8001 authorizes it. Do not assign members living in the United States to IMA positions overseas unless they are attached to AFOSI, AIA, or the Air Force elements. These IMAs must conduct all training at the attachment unit.

**NOTE:** The parent MAJCOM or appropriate central manager may exempt individuals from training and participation only at the unit of assignment.

1.11.5.2. Do not assign an IMA living in Alaska, Hawaii, or overseas to a position which is unreasonably far from the member's residence. Follow AFI 36-2017, *US Air Force Admissions Liaison Officer*, guidelines for Air Force Admission Liaison Officer assignments and AFI 52-101, *Chaplain Service Responsibilities and Procedures*, guidelines for USAF CHAPRD assignments overseas.

1.11.5.3. IMAs living in Canada, Mexico, or the islands of Andros, Bahamas, Bermudas, Dominican Republic, Haiti, Jamaica, or Puerto Rico may hold IMA positions in the CONUS.

1.11.5.4. HQ ARPC/DPR may consider waivers for overseas assignments.

1.11.5.5. Category B IMAs may take Category B IMA positions only in the theaters where they live. These

individuals must hold the fully-qualified AFSC for their positions.

1.11.5.6. MAJCOMs and units overseas may let members participate for points only if Category B positions in the proper AFSCs are not available. Some of these individuals may be eligible for Military Personnel Appropriation (MPA) tours. Assign these personnel to the Ready Reinforcement Personnel Section (RRPS).

1.11.5.7. Overseas users validate their IMA requirements yearly to include AFSC and grade by position per AFI 38-204. HQ USAF/SG, HC, or JA validate centrally managed IMA positions before filling them.

1.11.5.8. In some situations strictly enforcing these policies would not benefit the United States Air Force. HQ ARPC/DP or ARPC central managers have waiver authority for departing from these procedures. In all cases, the parent MAJCOM or Air Staff agency must agree with waiver requests.

1.11.5.9. When overseas MAJCOMs need to recruit, HQ ARPC/DPR sends a list of reservists living in the same overseas theater who have IMA positions overseas.

1.11.6. **AFRES Unit Commander Assignments.** The grade of an officer appointed AFRES unit commander must equal or exceed the grades of all unit officers. A unit is a group with its own Personnel Accounting Symbol (PAS).

#### 1.11.7. **Assignments for Officers Selected to Attend Professional Military Education (PME) in Residence:**

★1.11.7.1. UMD Code "0" (zero) applies to the authorized overage. UMD code 4 applies to the student. Its expiration date equals the PME graduation date plus 60 days.

1.11.7.2. After PME graduation, allow members to resume their previous position. However, make every effort to place the individual in a position where they will utilize their newly gained skills.

1.11.7.3. The unit commander may assign an overage while the incumbent is in PME. The commander writes to the temporary replacement about the assignment's temporary nature and the lack of guaranteed continued participation.

★1.11.7.4. File a copy of the commander's letter in the member's UPRG or local DPMA files.

1.11.8. **Assignment of Family Members in Command or Supervisory Positions.** Do not create a situation in which one family member holds a command or supervisory position over another family member. A family member is a spouse, brother, sister, parent, person standing in loco parentis, child, or in-law.

1.11.8.1. When possible, resolve this situation at base level.

1.11.8.2. When these situations occur, the MPF reassigns one member to another unit or function on base in the same or a higher AFSC, or additional AFSC if possible.

1.11.8.3. If a solution is not possible, the unit commander completely documents the situation including dates of

assignments, and sends it through the MPF to HQ AFRES/DP for resolution. (HQ ARPC/DPM resolves situations involving IMAs.) Respective command reviews and makes viable recommendations for solving the problem.

1.11.9. **Members of the Retired Reserve.** Members of the Retired Reserve who are awaiting pay and have not reached maximum service may request unit or IMA assignments.

1.11.9.1. The member applies by sending AF Form 1288 to the Reserve recruiter who forwards it through channels to the approving authority. The application includes:

- AF Form 1288.
- Records of current physical examination.
- Copy of member's retirement order.
- Letter signed by the gaining commander justifying the assignment and manning statistics.
- Copies of other documents relevant to the request, such as an approved overgrade waiver.

1.11.9.2. The unit commander or IMAPM:

- Must determine that unusual and unique circumstances make the member's service indispensable.
- Sends a request including the attachments to AF Form 1288 through channels to HQ AFRES/DP (unit program) or HQ ARPC/DP (IMA program) for final determination.

★1.11.10. **Training Capabilities/Readiness Enhancement Overages.** These overages within the unit program are restricted to those authorized in the current manning policy. Use UMD Code 0 (zero) for overage training capability enhancement; Code 3 for overage readiness enhancement.

## 1.12. Assignment Processing:

1.12.1. **Voluntary Assignments.** See chapter 2 for specific instructions for assignments to general officer positions.

1.12.1.1. When fully qualified members not restricted by table 1.1. request a specific assignment, assign or reassign them to the Ready Reserve.

1.12.1.2. Note that a fully qualified IMA airman must have a skill level 5 or higher AFSC than the assignment AFSC. A fully-qualified IMA officer must have a company grade level or higher AFSC than the assignment AFSC or have completed a formal training course with an entry-level AFSC.

1.12.1.3. Assign fully qualified IMAs without MAJCOM review to positions that are not in special categories or not centrally managed.

1.12.1.4. Coordinate IMA officers or air crew assignments solely on the basis of civilian skills or retraining potential with the gaining MAJCOM.

1.12.1.5. Note that MAJCOM Reserve Affairs offices have 21calendar days to approve or disapprove the assignment.

1.12.1.6. Note that HQ USAF/REP approves recruiting of non-prior-service personnel for specific centrally managed IMA programs when no-prior-service personnel are available.

★1.12.1.7. Have losing commanders or IMAPMs review the member's qualifications from a quality force viewpoint.

## 1.12.2. Application for Assignments:

★1.12.2.1. Members seeking an assignment with another MAJCOM or base use the Reserve Management Vacancy System (RMVS) and AF Form 1288. Within the Unit program, the MPF will assist the member. Only one application is valid at any one time.

★1.12.3. **Line IMA Colonel Assignments.** Send IMA colonel assignment applications to HQ USAF/REPS. Within the unit program, the wing commander or NAF commander generates the assignment to colonel positions and forwards the request through channels to HQ AFRES/DPO for AFRES/CV approval.

★1.12.4. **Category A Unit Assignments to 0-6 Authorizations.** Process AF Form 1288 through the losing commander directly to the gaining organization. The losing commander makes recommendations and quality control comments in the first endorsement block on AF Form 1288. Losing commanders send a courtesy copy of the AF Form 1288 to the losing MPF/DPMAR.

★1.12.4.1. On Lt Colonels or Colonels nominated to fill 0-6 authorizations within the unit program, the assignment package will consist of:

- Statement if assignment is interbase/interNAF that losing commander concurs.
- Statement that all available eligible officers were considered.
- Desired future effective date.

AF Form 1288 is required only on those individuals coming from other programs, i.e., ANGUS, IMA, ETS.. The original AF Form 1288 should be retained at the gaining MPF with a copy forwarded through channels with the assignment package to HQ AFRES/DPO.

★1.12.5. **IMA Applications.** Applications should include AF Form 1288, military and civilian resumes, and the last 3 OPRs. The losing Individual Mobilization Augmentee Program Manager (IMAPM) makes recommendations and quality control comments in the first endorsement block on AF Form 1288. Process AF Form 1288:

- Through the losing commander(for unit),or IMAPM (for IMAs) to the gaining MAJCOM.
- For AIA, AFRES, OSI, OASD, and OJCS directly to the gaining organization.
- HQ ARPC/DRM for SSS assignments.

1.12.6. **HQ ARPC Central Manager Applications.** Send applications directly to the central manager concerned:

- HQ ARPC/SG for medical assignments.

- HQ ARPC/HC for chaplain assignments.
- HQ ARPC/JA for judge advocate assignments.
- HQ ARPC/DPRA for RRPS assignments.

1.12.7. **Applications.** Send applications for other programs or for member not seeking a specific assignment to: Officers/Enlisted, at the nearest AF Reserve Recruiter or HQ ARPC/DPRA, 6760 East Irvington PL #2200, Denver CO 80280-2200.

1.12.8. **Required Waivers.** The gaining MPF makes

sure required waivers are approved before the member undertakes the assignment.

★1.12.9. **Assignment.** Unit commanders and IMAPMs may accept an individual's assignment without a current SF 88, **Report of Medical Examination.** Unit commanders notify the appropriate DPMAR if a member fails to obtain a physical examination within 90 days of the EDCSA. The appropriate DPMAR reassigns the member to the Standby Reserve per table 5.1, rule 23.

| <b>Table 1.1. Assignment Restrictions.</b> |   |  |
|--|---|--|
| <b>R<br/>U<br/>L<br/>E</b>                 | <b>A</b>  | <b>B</b>   |
|  | <b>If a member</b>  | <b>then do not assign the member to</b>  |
| <b>1</b>                                   | is in the Standby Reserve and has met all service requirements for Reserve retired pay except for age and has 1 year or less before reaching maximum age or length of service   | the Ready Reserve  |
| <b>2</b>                                   | is an officer in the Standby Reserve who cannot reach 18-20 satisfactory years for retirement before reaching maximum age or length of service  | the Ready Reserve (see note 1)   |
| <b>3</b>                                   | is in the Ready Reinforcement Personnel Section (RRPS) or the Non-obligated Non-participating Ready Personnel Section (NNRPS) and has met all requirements for Reserve retired pay except for age and will reach maximum age or length of service within a year | any other section of the Ready Reserve.  |
| <b>4</b>                                   | is an officer released from active duty under AFI 36-3207, Secretarial directive, or under sentence to dismissal  | the Ready Reserve.   |
| <b>5</b>                                   | is a dual-status member (Reserve commissioned officer serving on active duty as an enlisted member)   |  |
| <b>6</b>                                   | is an officer who has been assigned a second time to the ISLRS  | the Ready Reserve without a waiver. (See note 3.)  |
| <b>7</b>                                   | is an officer in the medical services   | a Ready Reserve position other than Category A, B, or H, NNRPS, or ORS/RA.   |
| <b>8</b>                                   | is assigned to the ISLRS and has met all requirements for Reserve retired pay except is not age 60  | the Ready Reserve without a waiver. HQ AFRES/DP (unit), HQ ARPC/DP (IMA), and ANGRC/DP (ANG).  |
| <b>9</b>                                   | is a reserve officer on the Active Duty List (ADL) not promoted to the next grade   | the Ready Reserve without a waiver HQ AFRES/DP (unit) and HQ ARPC/DP (IMA). (See note 3.)  |
| <b>★10</b>                                 | is an officer who received severance, separation, or readjustment pay when released from AD or discharged from any uniformed service (does not include VSI/SSB)   | the Ready Reserve without a waiver.  |
| <b>11</b>                                  | does not meet medical standards for worldwide military duty   | the Ready Reserve unless allowed to take part with assignment limitation code "C" (paragraph 1.10.1.1).  |
| <b>12</b>                                  | is enrolled in the college scholarship or advanced ROTC program of any Armed Force, or is an AFROTC appointee   | the Ready Reserve other than ORS/RA.   |
| <b>13</b>                                  | awaits EAD orders, has been granted a delay from entry on EAD   |  |
| <b>14</b>                                  | is a Medical corps officer, an officer in the Legal Intern Program, or other direct appointee with an active duty service commitment and a USAFR commission   |  |
| <b>15</b>                                  | is enlisted and has less than 3 months (2 years for ARTs) left in the current enlistment or MSO   | the Ready Reserve, other than ORS/RA unless the member elects discharge to immediately re-enlist upon assignment to a unit. (See note 2.)  |
| <b>16</b>                                  | is an officer twice denied promotion to the Reserve grade of captain, major, or lieutenant colonel  | the Selected Reserve with a commission. ( <b>EXCEPTION:</b> Officers with 18 but less than 20 years satisfactory service may stay in current assignment.) Officers with past enlisted service may enlist if otherwise qualified. |
| <b>17</b>                                  | is in the Retired Reserve with pay or is eligible for retirement with pay immediately on application under provisions of law, whether retired or not and has not reached maximum service  | or retain in the Selected Reserve unless the Secretary of the Air Force makes a special finding that the member's services are indispensable. (see paragraphs 1.7.3. & 1.11.9.)  |
| <b>★18</b>                                 | is retired from active duty under 10 U.S.C. 8914  | the Ready Reserve except as paragraph 1.7.3. explains.   |
| <b>19</b>                                  | is a twice-deferred regular officer applying for a Reserve commission and requesting a concurrent assignment to an AFRES unit position  | an AFRES unit position unless HQ AFRES approved the assignment.  |
| <b>20</b>                                  | has less than 24 months active duty, including active duty for training and has a statutory participation requirement or a MSO  | to the Ready Reserve position other than a category A or B, RRPS, or ORS/RA  |
| <b>21</b>                                  | is an employee of the Department of Defense (Non-ART)   | to the same position or general area as a federal employee. The same supervisor should not be the rating, endorsing, or reviewing official on either the military or civilian appraisal.   |

**NOTES:**

★1. Have the officer state in writing that they know they will not be able to complete 20 satisfactory years for retirement purposes prior to reaching the Total Years Service Date (TYSD) and submit this with AF Form 1288.

2. AFRES MPFs or HQ ARPC/DP may approve

assignment of such personnel provided they immediately reenlist. Coordinate to accomplish assignment of members within 20 calendar days of their ETS. If a member does not reenlist before ETS, then the unit is responsible for discharging the member.

★3. HQ ARPC/SG, HC, JA has waiver authority for central manager programs

| Table 1.2. Grade Considerations/UMD Codes. |                      |                       |   |                |                                      |
|--|----------------------|-----------------------|---|----------------|--------------------------------------|
| R<br>U<br>L<br>E                           | A                    | B                     | C                                       | D              | E                                    |
|  | If member's grade is | and auth grade is     | then approval authority is (see note 1) | UMD codes      | with expiration date of (see note 2) |
| ★1   | Col                  | Col, Lt Col           | not applicable (see note 4)             | see note 4     | see note 4                           |
| ★2   | Lt Col (see note 3)  | MaJ                   | Wing Cmdr or IMAPM*                     | P              | 1 year                               |
|  |                      | Capt.                 | see note 3                              | see note 3     | see note 3                           |
|  |                      | 1st Lt                | N/A                                     | N/A            | N/A                                  |
| ★3   | Maj                  | Lt Col or Maj         | Wing Cmdr or IMAPM                      | P              | 2 years                              |
|  |                      | Capt                  |   | T              |                                      |
|  |                      | 1st Lt                |   | V              |                                      |
| ★4   | Capt                 | Lt Col                | N/A                                     | N/A            | 888888                               |
|  |                      | Maj or Capt           | N/A                                     | N/A            | N/A                                  |
|  | Capt                 | 1st Lt                | Unit Program-N/A                        |                |                                      |
| ★5   | 1st Lt or 2nd Lt     | Lt Col                | Wing Cmdr or IMAPM                      | V              | 888888                               |
|  |                      | Maj                   | N/A                                     | N/A            | N/A                                  |
|  |                      | Capt or 1st Lt        |   |                |                                      |
| ★6   | CMSgt                | CMSgt                 |   |                |                                      |
|  |                      | SMSgt                 | Wg/Gp Cmdr or IMAPM                     | P              | 2 years                              |
|  | CMSgt                | MSgt                  |   | T              |                                      |
|  |                      | TSgt and below        | N/A                                     | N/A            | N/A                                  |
| ★7   | SMSgt                | CMSgt or SMSgt        | Wg/Gp Cmdr or IMAPM                     | P              | 2 years                              |
|  |                      | MSgt                  |   | T              |                                      |
|  |                      | TSgt                  |   |                |                                      |
|  |                      | SSgt or below         | not authorized                          | not authorized | not authorized                       |
| ★8   | MSgt                 | CMSgt                 | Wg/Gp Cmdr or IMAPM                     | V              | 888888                               |
|  |                      | SMSgt or MSgt         | N/A                                     | N/A            | N/A                                  |
|  |                      | TSgt                  | Wg/Gp Cmdr or IMAPM                     | P              | 2 years                              |
|  |                      | SSgt                  |   | T              |                                      |
|  |                      | Sgt./SRA or below     | not authorized                          | N/A            | N/A                                  |
| ★9   | TSgt                 | CMSgt or SMSgt        | Unit Cmdr or IMAPM                      | V              | 888888                               |
|  |                      | MSgt or TSgt          | N/A                                     | N/A            | N/A                                  |
|  |                      | SSgt                  | Unit Cmdr                               |                |                                      |
|  |                      |                       | IMAPM                                   | P              | 2 years                              |
| ★10  | SSgt and below       | CMSgt, SMSgt, or MSgt | Unit Cmdr or IMAPM                      | V              | 888888                               |
|  |                      | TSgt or below         | N/A                                     | N/A            | N/A                                  |

**NOTES:**

★1. Approval authority within the unit program is HQ AFRES/CV for colonel and lieutenant colonel in colonel positions and the unit or wing commander for lieutenant colonels and below; within the IMA program, approval authority is the IMA program manager (IMAPM). Overage technical sergeants cannot be over-graded as well. Overage expiration dates are normally 2 years unless otherwise stated.

2. Overgrade expiration dates may not exceed 2 years from date the condition began or 2 years from current expiration date for revalidated waivers.

★3. Every effort must be made to assign Lt Cols. to valid Lt Col authorizations.

- **Line Officers:** First time single overgrade waivers may be approved by the wing commander (unit program) or IMAPM (IMA program) not to exceed 1 year. The wing commander or IMAPM may revalidate this waiver for 1 additional year based on critical mission needs. AFRES/CV (unit program) or HQ ARPC/CC (IMA program) approval is required for third-year waivers based on critical mission needs.
- **Non-Line Officers.** Non-line officers may be initially placed in code P for 2 years if approved by the wing commander. The wing

commander may revalidate this waiver in two year increments.

- **ART Line Officers.** ART line officers who have not attained civil service retirement eligibility for an immediate annuity require annual waivers approved by their wing commander until they are placed in non-overgrade status or attain retirement eligibility. Retention of an ART in an overgrade status beyond their civil service retirement date requires an approved waiver by AFRES/CV the

first year and HQ USAF/RE for subsequent years.

- **Two Grade Overgrades.** Two-grade overgrades are only authorized for non-line or ART officers. PDS code "T" applies. Non-line officers may be initially placed in code T for 2 years if approved by the wing commander.
- ★4. Within the unit program HQ AFRES/CV is the approval authority and will determine the expiration date. HQ AFRES/DPO will input the appropriate UMD Code.

## Chapter 2

### GENERAL OFFICER ASSIGNMENTS

#### 2.1. Assignment Approval:

2.1.1. The Deputy Chief of Staff, Personnel, HQ USAF/DP, approves the assignment of all Reserve general officers and colonels to general officer positions.

2.1.2. Before final approval, the Chief of the Air Force Reserve consults with the gaining and losing organizations and recommends officers for assignments.

2.1.3 HQ USAF/RE approves waivers on AFRES and MA general officers and AFRES and IMA colonel assignments to general officer positions.

#### ★2.2. The Reserve Brigadier General Qualification Board (RBGQB):

★2.2.1. The Chief of Air Force Reserve convenes a board yearly to identify Reserve colonels who have the potential to be assigned to Reserve general officer positions. Only colonels selected by the RBGQB are eligible for a Reserve general officer position.

2.2.1.1. The RBGQB is composed of at least:

- Six general officers
- Half Reserve officers not on EAD.

★2.2.1.2. The Chief of the Air Force Reserve also sends a memorandum (serves as the board's charge) to each board member.

2.2.1.3. The Secretary of the Air Force (SecAF) approves the board's report which lists Reserve colonels fully qualified to serve in Reserve general officers' positions. Each approved list supersedes the previous list, which is destroyed.

★2.2.1.4. HQ USAF/REPS notifies the MAJCOMs of their selectees.

★2.2.2. All Reserve colonels who meet these criteria are eligible for RBGQB consideration:

- Have been a colonel for at least 1 year when the board meets. (HQ USAF/REP directs AF Forms 707A, Field Grade Officer Performance Report, before the RBGQB when the officer has not had a report within 1 year of the board.)
- Be younger than 54 years old when the board meets.

- Not have a mandatory separation date on or before 31 December of the year after the board meets.
- Be in a Ready Reserve position or on active duty as a statutory tour officer.
- Have completed a senior service school, before the board meets
- Accrue at least 50 retirement points during the retention or retirement year, with no waivers in at least 4 of the 5 years before the board meets, with 2 of the 4 years being the most recent.

★2.2.3. HQ ARPC/DPJB sends each eligible officer a letter 210 days before the board meets. An officer can decline consideration by completing an enclosed response card and sending it to the Air Reserve Personnel Center (HQ ARPC/DPJB) before the board meets.

2.2.4. AF Form 3559, Reserve Assignment Recommendation. Prepare AF Form 3559, for all officers meeting the board. Use AF Form 3559 for one board only and destroy it after the SecAF approves the list.

★2.2.4.1. The head of a management level completes AF Form 3559 no earlier than 90 calendar days and no later than 60 calendar days before the board meets. A management level is an activity whose senior official reports directly to the Secretary of Defense, Secretary of the Air Force, Chairman, or Joint Chiefs of Staff of the Air Force.

★2.2.4.2. A completed AF Form 3559 contains:

- Sections I, II, III; Ratee Identification Data, Unit Mission Description, and Job Description. Enter the same information as on AF Form 707A.
- Section IV, Assignment Recommendation. You may hand write this section. The head of the management level or a representative may seek advice and information from current and past supervisors and commanders. Comments are required for a "Definitely Assign" recommendation. Comments must substantiate, amplify and explain the "Definitely Assign"



recommendation. Comments are not required for other recommendations

- Section V, Group Size. You may handwrite this section. Rank officers by competitive category. For officers who rated "Definitely Assign," show the officer's rank order among the total number of eligible officers in the management level and competitive category. For example, for an officer rated "Definitely Assign" who ranks second in a management level with 150 total eligible officers in a competitive category write 2/150 or 2 of 150. For other officer ratings, leave this section blank or NA may be entered.
- Section VI, Board. Enter the qualification board for which you are preparing AF Form 3559. For example, GO793A, stands for the RBGQB for fiscal year 1993.
- Section VII, VIII; Date of Birth, Promotion Service Date (PSD).
- Section IX, Competitive Category. Use a 1-letter code:
 

|                             |   |
|-----------------------------|---|
| • Line of the Air Force     | A |
| • Judge Advocate            | J |
| • Chaplains                 | C |
| • Dental Corps              | D |
| • Medical Corps             | M |
| • Nurse Corps               | N |
| • Medical Service Corps     | S |
| • Biomedical Sciences Corps | W |
- Section X, Overall Recommendation. Hand write this entry. The head of the management level or a designated representative marks one of the three recommendations. This recommendation does not carry over to future boards.
- Definitely Assign--The officer has demonstrated potential for immediate assignment as a general officer.
- Assign--The officer makes valuable contributions to the mission and has potential as a general officer.
- Do Not Assign This Board--Do not place officer in a general officer position at this time.
- Section XI, Senior Rater or Head of Management Level. The head of the management level must complete this section for a Definitely Assign recommendation. For all other recommendations the head of the management level may designate the individuals' senior Rater in the organization to complete this section.

★2.2.4.3. Send the completed AF Forms 3559, so they arrive at HQ USAF/REPS, 1150 Air Force, Pentagon, Washington DC 20330-1150, no later than 45 days before the board meets. Give the member a copy of the completed AF Form 3559 30 days before the board meets.

#### 2.3. Initial Assignment to a General Officer Position:

Upon assignment to a General Officer Position the reporting official will:

- Closely monitor each newly assigned officer for 120 days after the reporting date.
- Encourage the officer to maximize their annual tour and IADT participation.
- Send a HQ Air Force directed AF Form 707A to HQ USAF/REPS, at the end of 120 days with a recommendation that the officer continue in or leave the general officer position.

#### 2.4. Reassignment Out of a General Officer Position:

2.4.1. The Reserve general officer cadre should be balanced by age, experience, and time in grade. The flow of officers through the general officer grades should be relatively constant. To recommend reassignment to the Standby Reserve, the Chief of the Air Force Reserve will consider the following specific criteria:

- Time in position
- Promotion eligibility
- Particular skill qualifications

2.4.2. Reassign an officer serving in a USAFR general officer position of a higher grade than the current grade to an appropriate Air Force Reserve section, if, in two successive promotion cycles:

- A board considers the officer for promotion twice and finds the officer not fully qualified both times.
- The officer twice fails to be appointed or confirmed. (The President of the United States appoints USAFR general officers with the US Senate's consent.)
- The officer twice fails to be promoted because of a combination of these.

2.4.3. HQ USAF/DP approves the reassignment of all Reserve general officers and colonels in general officer positions. The Chief of the Air Force Reserve, consults with the using agency and recommends reassignment for the following reasons:

- The best interest of the Air Force.
- Misconduct or inefficiency.
- Officers who become ineligible for promotion.
- Failure to report information to Chief of Air Force Reserve that relates to fitness for promotion. Examples include arrest, conviction other than minor traffic offenses, misconduct, and so on.

2.4.4. HQ USAF/RE provides instructions for reassigning unqualified colonels from a Reserve General Officers' position to the Non-obligated Non-participating Reserve Personnel Section (NNRPS).

2.4.5. Reassign general officers, in grade, to NNRPS, per 10 U.S.C. 8375, and transfer them to ISLRS within 30 days after they leave their position. Officers who qualify may request transfer, in grade, to the Retired Reserve.

2.4.6. Unless the officer has applied for retirement, normally reassign Reserve general officers in the grade of

major general to ISLRS on the last day of the month in which the officer turns 60 years old.

2.4.7. Reassign any Reserve general officer or colonel in

a General Officer position who is a key federal employee to Standby Reserve. See paragraph 1.4. for more information on key employees.

## Chapter 3

### STATUTORY TOUR ASSIGNMENTS

#### ★ *Section A--Assignments under 10 U.S.C. Section 678*

★ **3.1. Assignment Guidance and Accountability.** This section provides guidelines for the voluntary order to active duty (AD) of Air Force Reserve members to assist in organizing, administering, recruiting, instructing, and training the Reserve component governed by 10 U.S.C. Section 678. HQ USAF/REP must approve any exception to these requirements. Agencies of assignment will document and justify exceptions. Agencies of assignment will submit requests (AFI 38-201, Determining Manpower Requirements) to establish or change positions, including number, grade, Air Force Specialty Code (AFSC), and organizational placement. Reserve Personnel Appropriations (RPA) fund these tours. Do not include incumbents of these tours in the chargeable end strength of the active Air Force. The number of officers serving on active duty (major through colonel) and airmen (chief master sergeant and senior master sergeant) are limited by 10 U.S.C. 517 and 524. Pay and allowances are chargeable to applicable budget projects under Air Force appropriations for Reserve personnel, according to AFI 65-601, Volume 4, *Appropriation Symbols and Budget Codes*.

3.1.1. Consider assigning members in the Selected Reserve to these duties based on their availability, qualifications, and performance. Members serving in the Regular Air Force are not eligible for assignment. The usual tour of AD is 4 years. The initial tour for enlisted recruiting personnel ordered to AD is 2 years unless sooner relieved. Assign members serving under this instruction at any organizational level. Their duties will include the preparation, review, and administering policies, plans, programs, training, and regulations affecting the United States Air Force Reserve (USAFR). Members assigned as USAFR recruiters maintain congressionally funded staffing levels of the Air Force Reserve to meet mobilization requirements.

★ 3.1.2. Final approval authorities for enlisted selections, tour extensions, and releases from active duty:

- HQ AFRES/RS (enlisted recruiting assignments).
- HQ AFRES/CV (assigned to/controlled by HQ AFRES).
- HQ ARPC/CC (assigned to/controlled by HQ ARPC, to include BIMAAs).
- HQ USAF/REP (all others).

★ **3.2. Eligibility Criteria.** To be eligible for initial assignment to these positions, members must:

- Be a member of the Ready Reserve for a minimum of one year immediately prior to recall
- Be in the grade of the authorized position or as advertised.
- Possess the AFSC of the authorized position or as advertised.
- Be able to obtain retain ability to complete the tour of AD.
- Meet the physical qualifications for recall to AD.

The following additional requirements apply for USAFR recruiting duty:

- Be in the grade of senior airman through technical sergeant for enlisted positions.
- Have no speech impediment.
- Have no record of disciplinary action or financial irresponsibility.
- Enlisted members must possess a 5-skill level AFSC or the equivalent Special Duty Identifier (SDI).
- Possess a valid state driver's license.
- Be a high school graduate or equivalent.
- Other requirements as contained in the application for USAFR Recruiting.

★ **3.3. Application Procedures.** HQ AFRES/DP will advertise all 10 U.S.C. 678 enlisted requirements (except HQ AFRES/RS requirements). HQ USAF/REPS will advertise all 10 U.S.C. 678 officer requirements. The advertisement will provide instructions for submission of applications. Applicants may obtain reserve recruiting duty applications from the local reserve recruiter or HQ AFRES/RS, 155 2nd Street, Robins AFB GA 31098-1635.

3.3.1. Applications (other than recruiting) will contain the following:

- AF Form 125, Application for Extended Active Duty With the United States Air Force.
- Resume including military and civilian experience and education.
- Copies of the member's last five OPRs (officer applicants)
- Records Review RIP.
- Voluntary demotion statement if applying for a position lower than current grade (enlisted only). Full-length photo in service dress uniform standing at a 3/4 turn pose.
- Letter of recommendation by the applicant's commander or agency of assignment to include

certification that the individual meets dress, personal appearance, and weight management program standards.

- Members currently on a statutory tour must submit a letter of approval from their agency of assignment releasing them from their current tour.

★3.3.2. HQ USAF/REP obtains officer selections from the owning agency. HQ USAF/RE approves final assignments.

★3.3.3. HQ AFRES/DP obtains enlisted selections from owning agency.

★3.3.4. Final approval eligibility is determined when implementation instructions from the using agencies are completed.

**3.4. Reassignment of Members.** Normally do not reassign an individual PCS with less than 3 years time on station. HQ AFRES/RS may voluntarily or involuntarily reassign recruiting personnel when in the best interest of the Reserve recruiting mission.

★3.5. **Tour Extensions.** Approve a tour extension for up to 2 years when the position requires special experience, qualifications or is in the best interest of the Air Force Reserve. HQ AFRES/RS is the approval authority for tour extensions for all enlisted recruiting personnel.

**3.6. Release From Active Duty.** Release members from active duty upon their tour completion date, unless the following apply:

- Voluntary Release. Members request an early release from their tour based on personal hardship or other valid reasons. Members will submit their request through their unit commander directly to the approval authority.
- Involuntary Release. The Air Force may involuntarily release a member from active duty prior to the member's tour end date. Submit requests through the unit commander directly to the approval authority. Basis for an involuntary release should be for a valid military reason, needs of the Air Force, the member's duty performance, conduct, medical disqualification, or other proper justification. The commander will notify the member, in writing, of the proposed action. The member may submit a rebuttal in their behalf within 15 calendar days.

★3.7. **Publication of Orders and PDS Support.** HQ AFRES/RS prepares orders and provides PDS support for enlisted members assigned to recruiting positions. HQ AFRES/DPR prepares orders and provides PDS support for enlisted reservists assigned to all other positions. HQ AFMPC/CCR prepares orders and provides PDS support for officers assigned under 10 U.S.C. 678.

★**Section B-Assignments under 10 U.S.C. Section 265 and 8021 (h)**

★3.8. **Assignment Guidance and Accountability.** This section provides guidelines for the extended active duty (EAD) assignment of Air National Guard of the United States (ANGUS) and US Air Force Reserve (USAFR) officers under 10 U.S.C. 265 and 8021(h). This program provides for the EAD appointment of highly qualified ANGUS and USAFR officers to advise and assist the active force about the unique characteristics and capabilities of the ANGUS and USAFR. These personnel are to participate in preparing, reviewing, and administering the policies and instructions affecting the Reserve components. Not less than five officers of the ANGUS and not less than five officers of the USAFR will serve on EAD in authorized HQ USAF positions. The Secretary of the Air Force (SAF) shall prescribe additional officers to be on EAD in the Office of the Secretary of Defense, Office of the Joint Chiefs of Staff, Office of the Secretary of the Air Force, and other activities responsible for ANGUS and USAFR affairs. The number of active force officers authorized for duty in HQ USAF/RE, AFRES, and ARPC shall not be more than 60 percent of the number of officers authorized for duty at each of these activities.

★3.9 **Assignment Policy.** Base assignments made under this instruction on qualifications, performance, and availability of the candidates. Both the sponsoring agency (ANG or HQ USAF/RE) and the commander or chief of the organization or agency of assignment must find the candidates acceptable, prior to assignment.

★3.9.1. Give first consideration to officers requesting an initial statutory tour assignment except where unique qualifications of a currently serving statutory tour officer or unusual circumstances indicate otherwise. Consideration should also be given to :

- Officers currently serving in an Indefinite Reserve status or in a specified period of time contract on EAD and who have recent extensive experience in ANGUS and USAFR matters, if otherwise eligible.
- Personnel in grades lower than the authorized grade, if the assignment would be in the best interest of the Air Force. NGB/CF or HQ USAF/RE must concur in this selection.

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★3.10. **AFI 36-2116, Reserve Component Extended Active Duty Representation.** It outlines eligibility and application procedures for Air Force Reserve Component officers who request active duty under 10 U.S.C. 265 and 8021. Statutory tour officer authorizations are a part of the Selected Reserve not chargeable to end strength of the active force, and are additional numbers to Air Force manpower spaces. The Defense Officer Personnel Management Act (DOPMA) covers the grade authorizations for these officers; however, they are not

chargeable to active Air Force grade ceilings. The Department of Defense (DoD) authorization bill may adjust these ceilings annually.

**★3.11. Extension and Additional Tour Policy.** Statutory tours make particular experience and knowledge available to the active force and enhance the reservist's value to the reserve forces upon completion of a statutory tour. Carefully evaluate requests for extensions and

additional tours in keeping with this policy. The incumbent officer's personal circumstances, civilian occupation, total years of service or total years of active duty should not be the determining factors in the decision process. Give consideration only to requests which will clearly serve the best interest of the Air Force because of special experience or qualifications as determined by NGB/CF, HQ USAF/RE, or SAF/MIR.

## PART 2

### INDIVIDUAL READY RESERVE (IRR) AND STANDBY ASSIGNMENTS AND REASSIGNMENTS

#### Chapter 4

#### REASSIGNMENTS AND TEMPORARY RELEASES

**★4.1. Propriety of Assignments to ARPC.** Reassignment from the Selected Reserve, including ANG, for cause, is inappropriate and generally discharge action follows. Consider exceptions to these policies on a case by case basis. HQ AFRES/DP (for Air Force Reserve unit members), HQ ARPC/DP (for IMAs and individuals assigned to S7), and ANGRC/DP (for members of the Air National Guard), must consider the best interests of the Air Force before granting waivers to any of these policies. In some cases, granting waivers will allow individuals to fall under other reserve programs, i.e., high year of tenure, retention for 18 but less than 20 years, etc.. See AFI 36-2612 United States Air Force Reserve (USAFR) Re enlistment and Retention Program, AFI 36-3203, *Service Retirements*, and AFI 36-3209 Separation Procedures for Air National Guard and Air Force Reserve Members before allowing an individual to remain in a current assignment if discharge or reassignment is more appropriate. Process all waiver requests through the appropriate channels. In this part of this AFI, members of both Air Force Reserve and Air National Guard units will be referred to as "unit members."

4.1.1. Commanders must deny "voluntary" requests for reassignment to ARPC resource pools (IRR, Standby Reserve, or Retired Reserve) when discharge is more appropriate. Of special importance are known or suspected illicit drug users.

4.1.1.1. Keep these members in their unit or IMA positions during investigation.

★4.1.1.2. If the investigation verifies involvement with illicit drugs:

★4.1.1.2.1. Initiate discharge action for unit members.

★4.1.1.2.2. Initiate reassignment action to ARPC for IMAs, for the purpose of discharge.

4.1.2. Do not reassign a unit member or an IMA who is within 90 days of the Expiration Term of Service (ETS). Keep the member at the unit for automatic ETS discharge.

4.1.3. Normally, reassign AFRES unit members and IMAs who have more unexcused absences from scheduled training periods than allowed and reassignment is for unsatisfactory participation. See Table 5.1. for reassignment guidance. PALACE CHASE obligators are processed per AFI 36-3205, *Reserve Forces Procurement-Palace Chase*.

★4.1.3.1. Unit commanders may only keep unsatisfactory participants if the manning policy permits. Commanders provide MPF or HQ ARPC/DPMP with a written statement that the member is needed to achieve the unit's mobilization mission. Include the commander's justification letter in the documentation filed in the member's Unit Personnel Record Group (UPRG). The letter must explain why the member failed to meet participation requirements. PALACE CHASE obligators are processed per AFI 36-3205, *Reserve Forces Procurement-Palace Chase*.

★4.1.4. HQ ARPC/DPAD reassigns officers twice deferred for promotion to captain, major, or lieutenant colonel, to Non-affiliated Reserve Section (NARS/NA or NC). They reassign officers no more than 30 days after the date of the letter that officially notified them of their second non-selection. These officers remain in NARS/NA until 1 year and 90 days after the date they would have been promoted the first time. Members remaining in a Selected Reserve position after being twice deferred for promotion must notify HQ ARPC/DPAD if

they wish to be retained in their current assignment. This request, initiated by the commander must be processed through the proper channels. Members remaining in their selected reserve position after being twice deferred for promotion are no longer eligible for promotion.

★4.1.5. Do not reassign from the Selected Reserve members who have completed at least 18 but less than 20 years of satisfactory service. Do not involuntarily reassign members from the Selected Reserve except for medical disqualification or cause. Overmanning of positions filled by these officers and airmen may occur. Keep members with:

- Eighteen years satisfactory service for 3 years after the date the Air Force Reserve would have reassigned or discharged them or until confirming 20 years satisfactory service, whichever occurs first.
- Nineteen years satisfactory service for 2 years after the date the Air Force Reserve would have reassigned or discharged them or until confirming 20 years satisfactory service, whichever occurs first.

★4.1.6. Active Duty Sanctuary. "Sanctuary" means that any officer or Air Reserve Component (ARC) enlisted member who attains 18 (but less than 20) years of active duty while serving on active duty (other than for training) must be retained on active duty unless voluntarily separated, is medically disqualified for continued service, or is separated or discharged for cause. Servicing personnel offices MPFs must monitor assigned ARC members and establish procedures to identify those members approaching sanctuary. The active duty sanctuary applies to all Air Force Reserve officers and enlisted personnel (10 U.S.C., 1006, 1163(d), and 1176 (b)). Guidance for Air Force Reserve support of the active duty Air Force during contingency operations or exercises is published in the USAF Personnel Readiness and Mobilization Handbook, which supports AFD 10-4 Operations Planning and AFI 10-402 USAF Mobilization Planning.

★ 4.1.6.1. Do not involuntarily separate any sanctuary member from active duty until they reach eligibility for an immediate retirement annuity, unless their release is approved by the Secretary of the Air Force. The only exceptions to this policy are if the member is medically disqualified for continued service or is separated or discharged for cause.

★4.1.6.2. Air Force Reserve Members Performing Military Personnel Appropriation (MPA) Tours. Air Force Reserve members will not be placed on MPA tours if the period of active duty will result in the member's qualifying for the active duty sanctuary. If a reservist performs an MPA tour:

- Which inadvertently results in their qualifying for sanctuary, and
- The member declines to separate from active duty, or

- Is not medically disqualified, separated, or discharged for cause,
- they will be reported to HQ Air Force Military Personnel Center (AFMPC) for immediate accession into the active duty Air Force and will be made available for worldwide assignment.

★4.1.6.3. **Air Force Reserve Members Performing Reserve Personnel Appropriation (RPA) Tours.** RPA tours fall into two categories:

- Active Duty for Support (ADS), and
- Active Duty for Training (ADT)

This policy is only applicable to reservists performing ADS tours. Members performing ADT tours are not eligible to enter the active duty sanctuary. ADS tours are used to provide direct staff support to reserve component programs and are not authorized to support active duty staff augmentation requirements. Reservists may use RPA (ADS) days as prescribed in AFI 36-8001 Air Force Reserve Education and Training. Air Force Reservists will not be placed on ADS tours if the period of active duty will result in the member's qualifying for the active duty sanctuary. If a reservist performs an ADS tour:

- Which inadvertently results in their qualifying for sanctuary, and
- The member declines to separate from active duty, or
- Is not medically disqualified or separated or discharged for cause, they will be assigned, as appropriate, to an authorized statutory tour position managed by HQ AFRES or HQ ARPC until reaching eligibility for an immediate active duty retirement annuity. No overages are authorized for such assignments.

## 4.2. Involuntary Reassignments:

4.2.1. The unit commander or IMA Program Manager (IMAPM):

- Decides whether the member meets all position, unit, or individual program requirements. Table 5.1 tells how to transfer IMAs to ARPC for later discharge.
- States the specific reasons and facts supporting the proposed action and gives the member instructions to reply within 15 days.

★4.2.1.1. The MAJCOM makes the final decision on IMAs.

4.2.1.2. Place all requests in a sealed envelope marked "TO BE OPENED BY ADDRESSEE ONLY." Each reviewing official takes steps to prevent unauthorized access and sends the file in a sealed envelope.

4.2.1.3. Process assignment requests quickly to ensure the member due process.

4.2.1.4. The unit commander or IMAPM tells the individual about approval or denial and about any remaining options.

4.2.2. When reassigning an IMA for cause:

- The IMAPM sends the completed case file to HQ ARPC/DPM for update in PDS.
- HQ ARPC/DPM makes sure that various OPRs throughout ARPC (JA, SG, DP, and so on) and the Reserve accounting and finance office receive the information, and reassigns the member to NARS (NA or NB).

★4.2.3. Forward involuntary reassignment requests to the approval authority listed in Table 5.1. and include:

- Member's grade and effective date, name, SSN.
- Specific reason(s) and supporting documentation.
- Member's date and term of enlistment or appointment, unit and date assigned.
- Demotions (if any), reasons, and dates.
- Record of disciplinary actions including Article 15s, and convictions by court-martial (Specify offenses, findings, and sentence.)
- Copy of Enlisted Performance Reports (EPRs) or Officer Performance Reports (OPRs) made during the time of the infractions.
- Any other negative data.
- Whether discharge action has been considered or requested.
- A base legal review concerning the propriety of discharge or reassignment.
- Whether member is an ART.
- Whether retraining or return to a secondary or tertiary AFSC has been considered.
- Whether member has been recommended for or denied re-enlistment (Provide a copy AF Form 418 if available.)
- Whether an officer's promotion has been withheld.
- Any rebuttal, statements, or documentation the member sent.

4.2.4. The unit commander or IMAPM tells the member, in a certified letter, of the proposed involuntary reassignment. The letter includes:

- Specific rule (AFI 36-2115, table 5.1) and reason(s).
- Notice of ineligibility to participate pending the HQ AFRES/HQ ARPC final decision.
- A statement that, this action, if approved, may directly impact any future assignments.
- Instructions for the member to acknowledge receipt of recommendation within 15 calendar days.
- To extend this date the member must send a written request for the unit commander's or IMAPM's approval.
- A statement that the member may consult civilian legal counsel. The Air Force does not pay civilian counsel expenses and the civilian counsel must be readily available.
- A warning to an ART member, that approval of

involuntary reassignment results in removal from their ART position.

4.2.4.1. The member writes to acknowledge the notice and indicates agreement or whether rebuttal is enclosed.

★4.3. **Voluntary Reassignments:** Members ask for reassignment by sending an AF Form 1288 or a personal letter to the unit commander or IMAPM. The unit commander or IMAPM tells the DPMAR of the approval and applicable EDCSA (effective at least 30 days after approval of assignment) or rejects the request, notifies the member, and gives reasons.

#### 4.4. Temporary Release From Participating in Reserve Training:

4.4.1. Unit commanders or IMAPMs may grant a one time release from Reserve training to non-prior service airmen who have completed initial active duty training (IADT) and have an unexpired MSO. The release may be as long as 30 months if reserve training conflicts with a temporary, religious missionary obligation or the member serves in the Peace Corps.

4.4.1.1. Members must re-enlist for the total time of the temporary release plus the time left on their MSO.

4.4.2. Members must ask their unit commander or IMAPM for release. The application must include certification by the member's employer, sponsor, or recognized church that the obligation is real and essential to the individual's career development. If the member pursues higher education, the application must include a statement from the school about the type of degree and graduation date.

4.4.3. Unit commanders or IMAPMs tell the servicing MPF whether they approve or deny the request.

4.4.3.1. The MPF discharges applicants for immediate re-enlistment per AFI 36-2606, US Air Force Reenlistment, Retention, and NCO Status Programs. Discharge does not end the MSO.

4.4.4. Before discharge and re-enlistment, the member signs a Statement of Understanding and Agreement, showing the same enlistment period of as DD Form 4, Enlistment/Re-enlistment Document Armed Forces of the United States.

4.4.4.1. Permanently attach this statement to DD Form 4.

★4.4.4.2. The MPF sends this form, orders, and the member's record group to HQ ARPC/DPMP, within 5 days after re-enlistment, and the health records group to Department of VA, St. Louis MO.

4.4.4.3. Reassign members according to (table 5.1).

4.4.5. When the temporary nonmilitary or religious missionary obligation ends, members:

- Immediately notify HQ ARPC/DSF and report their addresses.
- Are subject to the same assignment, training, and rules as all other non prior service obligated members.

## Chapter 5

### INDIVIDUAL READY RESERVE (IRR) AND STANDBY ASSIGNMENTS

**5.1. Military Service Obligation (MSO).** The MSO is a statutory service requirement and the basis for which a member may be involuntarily ordered to active duty. The MSO starts when an individual first attains military status.

5.1.1. Discharge or complete severance from military status ends the MSO. Discharge immediately followed by enlistment, re-enlistment, appointment, or re-appointment to the Armed Forces does not end the MSO. Additional service after such discharge is counted towards completing the MSO.

5.1.2. A person whose enlistment or appointment is void because of minority (underage) does not get an MSO. Service deemed honorable by the Secretary of the Air Force under a voided minority enlistment earns credit toward completing a MSO later, but does not change the terms of later enlistment.

5.1.3. Time served as a service academy cadet or midshipman, in an Air Force Reserve Officer Training Corps (AFROTC) financial assistance program, or in AFROTC advanced training, counts towards the MSO of members concurrently in a reserve component. However, after commissioning, such service is not credited toward the member's MSO.

**5.2. Individuals Reassigned to the IRR and Standby Reserve.** Reassign members released from active duty and the Selected Reserve (including ANGUS members) to the IRR or the Standby Reserve per table 5.1. Participation and training are allowed only under the guidelines of AFM 36-8001 Air Force Reserve Education and Training..

**★5.3. Classification of IRR Sections.** Most IRR members are ready reservists not assigned to a unit or IMA position. The IRR has four sections:

- ORS.
- RRPS.
- NNRPS
- Mobilization filler resources in the Air Reserve Squadrons (ARV-SQ).

5.3.1. Obligated Reserve Section (ORS). This section includes two categories:

- ORS-RA for members who have a remaining MSO. Qualified ORS-RA members may volunteer for participating Ready Reserve positions.
- ORS-RC for members with EAD commitments.

5.3.1.1. Members who request transfers because of pregnancy or personal reasons, such as job or school conflicts, IRR bonus recipients, and PALACE CHASE

members assigned to ORS-RA stay there until their MSO ends. Assign individuals to Non-obligated Non-participating Ready Personnel Section (NNRPS) when they complete their MSO, or while they await reassignment to a participating program, or ETS. Eligible PALACE CHASE members may be involuntarily reassigned to participating positions per AFI 38-205, *Wartime Manpower Planning and Program*.

5.3.1.2. Reassign officers assigned to ORS, who complete their MSO to NNRPS, unless they:

- Qualify for, volunteer for, or accept assignment to another Ready Reserve position.
- Meet the criteria and request assignment to the Standby Reserve.
- Resign their commission.

5.3.1.3. ORS-RC includes officers who are:

- Graduates of professional training programs on approved educational delays.
- Physicians released from active duty for specialty training.
- Appointed to any chaplain, judge advocate, or health services program and awaiting EAD orders.
- AFROTC graduates on approved educational delays awaiting EAD orders.
- Graduates of the HPSP awaiting EAD orders.

5.3.1.4. Enlisted members assigned to ORS-RC are:

- In the college scholarship program or the professional officer course of the AFROTC per AFI 36-2011, Air Force Reserve Officer Training Corps (ROTC), and the PDS shows they belong to a specific AFROTC detachment and school.
- Enlisted to attend the United States Air Force Academy per AFI 36-2020, *Disenrolment of US Air Force Academy Cadets*. These members are not in PDS.

**★5.3.2. Ready Reinforcement Personnel Section (RRPS-MT)** is an IRR section made up of members accepted for assignment who applied for Selected Reserve positions and found no vacancies. Individuals who lose their unit or IMA positions through no fault of their own also qualify for an RRPS assignment, if HQ ARPC/DPR agrees. Personnel entering RRPS, must have an approved training attachment. The base of attachment and program manager must approve the training attachment for members entering RRPS.

**★5.3.2.1.** Members may stay in RRPS for only 3 years. During the 3 year transitional period members must participate and earn minimum points for each satisfactory

year. HQ ARPC/DRM may extend the 3 year maximum upon a favorable recommendation from the program manager of assignment. Assign individuals who have reached the maximum time in RRPS with no retention waiver to NNRPS or ORS, as appropriate.

★5.3.2.2. With HQ ARPC/DRM coordination, HQ ARPC/DPR assigns from other categories case by case. Do not reassign to the RRPS members whose performance is substandard, or for unsatisfactory participation. Consider RRPS assignments for individuals in the Inactive Status List Reserve Section (ISLRS), for the first time, on a case by case basis. Do not consider individuals twice assigned to ISLRS for RRPS assignments.

★5.3.2.3. Members assigned to RRPS who refuse a Selected Reserve assignment must send written justification. HQ ARPC/DRM requests reassignment of the member to NNRPS or ORS, as appropriate, if justification is insufficient.

5.3.2.4. For personnel living overseas, assignment depends on host-country Status of Forces Agreements (SOFA) that permit military training including:

- Extension Course Institute (ECI) courses.
- Training attachment.
- Other military training courses.

5.3.3. The IRR Non-obligated Non-participating Ready Personnel Section (NNRPS-RD) is made up of officers and enlisted personnel without a MSO who qualify for duty worldwide.

5.3.3.1. Assign officers to NNRPS when:

- They complete their MSO while in ORS and do not apply for and obtain participating Reserve assignments.
- Strength adjustments or non-selection for indefinite Reserve status occur.
- They do not meet requirements of participating Reserve assignments.
- They receive waivers after release from EAD per AFI 36-3207, Administrative Separation of Commissioned Officers, and are in transition.
- They refuse a Selected Reserve assignment while in RRPS without sufficient justification or complete 3 RRPS years without transferring to a participating program or getting an extension.
- They request reassignment from a Selected Reserve assignment because of pregnancy or personal reasons, such as, job or school conflict, and they expect to return to the Selected Reserve.
- Assign enlisted members to NNRPS when:
- They do not meet requirements of participating Reserve assignments per AFMAN 36-8001.
- They receive IRR bonuses and have no MSO.
- Reassignment to non participating status occurs for any reason which does not require reassignment to Standby Reserve.

5.3.3.2. Reassign officers from NNRPS to ISLRS if they do not get a participating assignment after 2 years. Enlisted members are discharged upon ETS.

**5.4. Classification of Standby Reserve Sections.** The Non-Affiliated Reserve Section (NARS) and the Inactive Standby Reserve (ISLRS) make up the Standby Reserve. Table 1.1 explains how to make assignments to the Standby Reserve. Standby Reserve members may apply for reassignment to participating Ready Reserve status or be assigned to ORS or NNRPS when the reason for assignment to the Standby Reserve no longer exists.

5.4.1. NARS, the active Standby Reserve, includes four categories: NARS-NA, NARS-NB, NARS-NC, AND NARS-ND.

5.4.1.1. NARS-NA members have no MSO.

5.4.1.2. NARS-NB members have a MSO. Enlisted members have extended their enlistment contracts, entered the IRR bonus program, or have PALACE CHASE obligations. NARS-NB officers have requested assignment to the Standby Reserve. When they complete their MSO, individuals are assigned to NNRPS to await reassignment to a participating program or ETS.

5.4.1.3. NARS-NC officers:

- Are eligible for sanctuary.
- Have 18 satisfactory years for retirement and may stay up to 3 years after their original discharge date.
- Have 19 satisfactory years for retirement and may stay up to 2 years after their original discharge date.

**NOTE:** Do not keep officers who have 20 satisfactory years for paid retirement. Individuals may participate only for non-pay points through ECI courses or training attachments.

5.4.1.4. NARS-ND includes reservists with or without a MSO who:

- Are key employees or appointed or elected officials.
- Have requested assignment to continue participation.

**NOTE:** These reservists must participate for non-pay points through ECI courses or training attachments or be reassigned.

5.4.2. ISLRS-RB, the inactive Standby Reserve, consists of:

- Reserve officers without a MSO who have gone over the 2-year limit for NNRPS or NARS retention.
- Members without a MSO who live or work in foreign countries where the SOFA prohibits Ready Reservists.
- Dual Status officers.
- Members who have 20 satisfactory years for paid Reserve retirement but did not meet AFI 36-8001 participation requirements. Do not reassign these members to a participating assignment without a waiver.
- Officers twice passed over for promotion on active duty.



5.4.2.1. Discharge aircrew assigned to ISLRS upon ETS. Reserve officers generally remain assigned to ISLRS for 3 years.

5.4.2.2. Screen ISLRS periodically to identify officers with more than 3 years in ISLRS who no longer qualify for retention.

5.4.2.3. Keep officers whose AFSCs are on the Wartime Critical Military Skills List (WCMSL).

5.4.2.4. Give officers who do not qualify for retention in ISLRS the following options:

- Apply for transfer to the Retired Reserve or Honorary Retired Reserve, if eligible.
- Take a participating Ready Reserve assignment, if eligible.
- Resign their commissions.
- Ask for administrative discharge board consideration.

5.4.2.5. Process officers who do not elect one of these options for discharge under AFI 36-3209, *Separation Procedures for Air Force Reserve Members*.

| ★ Table 5.1. Ready and Standby Reserve Reassignments. |   |   |               |                               |  |                       |                      |
|---|---|---|---------------|-------------------------------|--|-----------------------|----------------------|
| R<br>U<br>L<br>E                                      | A<br><br>If the reason for reassignment is  | B<br><br>then assign member to Reserve section if |               | C<br><br>Use AAR              | D<br><br>and award AAC expiration date | E<br><br>Unit Program | F<br><br>IMA Program |
|   |   | Obligated   | Non Obligated |                               |  |                       |                      |
|   |   |   |               |                               |  |                       |                      |
| 1   | personal or community hardship and member requests reassignment (see note 2)  | NB (NARS)   | (NARS)        | R 6-personnel<br>R9-community | SP (24 months)                         | CC                    | ARPC/DS              |
| 2   | ministry studies  |   |               | RN                            | SS (1 year)                            |                       | ARPC                 |
| 3   | temporary nonmilitary delay, religious obligation, or Peace Corps   |   |               | RX                            | SV (30 months)                         |                       | IMAPM                |
| 4   | electd or appointed official  | NB  | RB)           | R1                            | SN (indefinite)                        |                       | ARPC                 |
|   | or key employee   | (NARS)  | (ISLRS)       | RJ                            | SM (indefinite)                        |                       |                      |
|   | and member requests reassignment to NARS/ND   | ND (NARS)   | ND (NARS)     | R1 or RJ                      | SN or SM                               |                       |                      |
| 5   | change of residence   | RA (ORS)  | RD (NNRPS)    | R5                            | --                                     | CC                    | IMAPM                |
| 6   | civilian job or school conflict   |   |               | R3                            |  |                       |                      |
| 7   | volunteer for reassignment to ARPC  |   |               | RU                            |  |                       |                      |
| 8   | pregnant member requests reassignment   |   |               | R4                            | 81 (1 year)                            | CC                    | IMAPM                |
| 9   | member completed MSO and, if enlisted, has a current contractual agreement (for example IRR Bonus Program)                        |   |               | RY                            | --                                     | ARPC                  | ARPC                 |
| 10  | refused Selected Reserve assignment or completed 3 years in RRPS without transferring to the Selected Reserve or getting a waiver |   |               | RC                            |  |                       |                      |

| ★ Table 5.1. Ready and Standby Reserve Reassignments. |   |   |  |                  |                                    |                   |                   |
|---|---|---|--|------------------|------------------------------------|-------------------|-------------------|
| R<br>U<br>L<br>E                                      | A<br><br>If the reason for reassignment is  | B<br>then assign member to Reserve section if |  | C<br><br>Use AAR | D<br>and award AAC expiration date | E<br>Unit Program | F<br>IMA Program  |
|   |   | Obligated                                     | Non Obligated                                      |                  |                                    |                   |                   |
|   |   |   |  |                  |                                    |                   |                   |
| 11  | unit deactivated, relocated, or manpower authorization changed and member requests RRPS | MT (RRPS)                                     | MT (RRPS)  | RE (see note 6)  | --                                 | CC                | IMAPM             |
|   | members does not request RRPS   | RA (ORS)                                      | RD (NNRPS)   |                  |                                    |                   | ARPC (see note 7) |
| 12  | general officer moved out of general officer billet (see paragraph 2.4.5)               | --  | RD (NNRPS) unless otherwise directed by HQ USAF/RE | RE               |                                    | HQ USAF/RE        | HQ USAF/RE        |
| 13  | colonel moved out of general officer billet   |   |  |                  | --                                 | CC                | IMAPM             |
| 14  | member is surplus to requirements (overage) (see note 3) (paragraph 1.5.5.4)            | RA (ORS)                                      | RD (NNRPS)   | RF               |                                    |                   |                   |
| 15  | military skills overqualify member and HQ USAF directs transfer                         |   |  | RD               |                                    |                   |                   |
| 16  | reservist not immediately available (whereabouts unknown)                               |   |  | RL               |                                    |                   |                   |
| 17  | failure to report after Place Front assignment  |   |  | Q1               |                                    |                   |                   |
| 18  | failure to report (other than PALACE FRONT)   |   |  | Q2               |                                    |                   |                   |
| 19  | failure to meet Air Force Standards (see note 4)  |   |  | RK               |                                    | AFRES/DP          |                   |
| 20  | unsatisfactory weight management progress (see note 8)                                  |   |  | SA               |                                    | CC                |                   |
| 21  | failure to acquire appropriate skill level/refuses mandatory tech schools (see note 4)  |   |  | SB               |                                    | Wing/CC           |                   |
| 22  | failure to meet military conduct standards (see notes 4 and 5)                          |   |  | SC               |                                    | AFRES/DP          |                   |

| ★ Table 5.1. Ready and Standby Reserve Reassignments. |   |  |               |         |                               |              |             |
|---|---|--|---------------|---------|-------------------------------|--------------|-------------|
| R<br>U<br>L<br>E                                      | A   | B  |               | C       | D                             | E            | F           |
|   | If the reason for reassignment is   | then assign member to Reserve section if |               | Use AAR | and award AAC expiration date | Unit Program | IMA Program |
|   |   | Obligated                                | Non Obligated |         |                               |              |             |
| 23  | failure to obtain physical  |  |               | RZ      |                               | CC           |             |
| 24  | failure to comply with statement of understanding per AFI 36-8001   |  |               | SG      | --                            | AFRES/DP     |             |
| 25  | disqualified for aviation service   |  |               | SD      | SQ (indefinite)               | CC           |             |
| 26  | members being processed for medical reason including HIV test   | NB (NARS)                                | NA (NARS)     | SH      | RC (6 months)                 | AFRES/DP     | ARPC/SG     |
| 27  | member has 20 satisfactory years of service for paid Reserve retirement and disability discharge but requested reassignment                       | --                                       | RB (ISLRS)    | SE      | SQ (indefinite)               | CC           | IMAPM       |
| 28  | IMA in process for or under consideration for discharge for negative or security reason   | NB (NARS)                                | NA (NARS)     | SI      | RB (6 months)                 | --           | ARPC        |
| 29  | member has 20 satisfactory years of service for paid retirement and fails to earn points needed for retention                                     | --                                       | RB (ISLTS)    | RT      | --                            | CC           | IMAPM       |
| 30  | officer involuntary released from EAD with a participation waiver and is in assignment transition   | RA                                       | RD            | --      | --                            | ARPC         | ARPC        |
| 31  | members involuntarily released from active duty for reason requiring a participation waiver and member has not obtained a waiver or an assignment | --                                       | RB (ISLRS)    | --      | SHE (indefinite)              | ARPC/DP      | ARPC/DP     |
| 32  | dependent care not satisfied  | NB (NARS)                                | NA (NARS)     | RP      | --                            | FARES/DP     | IMAPM       |
| 33  | twice deferred for Reserve promotion awaiting discharge   |  |               | RAG     | SE (indefinite)               | ARPC/DP      | ARPC/DP     |

| ★ Table 5.1. Ready and Standby Reserve Reassignments. |  |   |               |                                   |                                    |                   |                  |
|---|--|---|---------------|-----------------------------------|------------------------------------|-------------------|------------------|
| R<br>U<br>L<br>E                                      | A<br><br>If the reason for reassignment is   | B<br>then assign member to Reserve section if |               | C<br><br>Use AAR                  | D<br>and award AAC expiration date | E<br>Unit Program | F<br>IMA Program |
|   |  | Obligated                                     | Non Obligated |                                   |                                    |                   |                  |
|   |  |   |               |                                   |                                    |                   |                  |
| 34  | sanctuary officer (10 U.S.C. 1006) not retained in Selected Reserve assignment               | --  | NC (NARS)     | RR                                | --                                 | ARPC/DP           | ARPC/DP          |
| 35  | reassignment within ARPC   |   |               | RO                                | ARPC use only                      | ARPC use only     | ARPC use only    |
| 36  | officer released from active duty has not received a participating assignment in the Reserve | RA (ORS)                                      | RD (NNRPS)    | --                                | --                                 | ARPC              | ARPC             |
| 37  | dual status (reserve commissioned officer serving on AD as an enlisted member)               | NB (NARS)                                     | RB (ISLRS)    | accession from AD reassignment RS | SL (indefinite)                    | ARPC/DS           | ARPC/DP          |
| 38  | ETS expired, member has remaining MSO  | RA (ORS)                                      |               | SJ                                |                                    | CC                | IMAPM            |
| 39  | unsatisfactory participant   |   | RD (NNRPS)    | RA                                | R3 (1 year)                        |                   |                  |

**NOTES:**

- For unit members, CC is the unit commander or designated representative.
- Member sends documentary evidence from at least two impartial sources that member's family or community would suffer hardships greater than those reservists called to EAD experience. On approval (if eligible and they apply), members transfer to the Standby Reserve, Retired Reserve, or are discharged.
- ★3. Use when overage/overgrade waiver is withdrawn or not renewed and member is surplus to manning requirements.
- See paragraph 4.1. for propriety of assignments to ARPC and paragraph 4.2. for involuntary reassignment procedures. Use only when discharge is deemed inappropriate. Debrief members with access to SCI.

5. Future reassignments will require AFRES/DP approval. See part 2, paragraph 4.1.

★6. Refer to the most current Reserve Transition Assistance Program (RTAP) guide for possible benefit and appropriate Assignment Action Reason.

★7. When there is not a position available within the MAJCOM, HQ ARPC is the approval authority for reassignments to HQ ARPC.

★8. Future unit program assignments require gaining unit commander approval. If approved, gaining unit commander endorses AF Form 1288 and places the following statement in remarks section "I am aware of members prior reassignment for failure to maintain weight standards and certify that he or she is currently within weight and body fat measurement standards.

| <b>Table 5.2. Military Service Obligation (MSO).</b> |  |  |                        |
|--|--|--|------------------------|
| <b>R<br/>U<br/>L<br/>E</b>                           | <b>A</b>   | <b>B</b>   | <b>C</b>               |
|  | <b>If the member initially became a member of an Armed Force</b>   | <b>and is a</b>  | <b>then the MSO is</b> |
| <b>1</b>   | on or after 10 Aug. 55 in a Reserve component upon completing an officer training program and serving 3 to 6 months ADT in lieu of 2 or more years EAD | male officer (before his 26th birthday)                | 8 years                |
| <b>2</b>   | on or after 1 Feb 78 in a Reserve component after completing an officer training program and serving 3 to 6 months ADT instead of 2 or more years EAD  | female officer (before her 26th birthday)              | 8 years                |
| <b>★3</b>  | between 10 Aug. 55 and 10 Nov. 79<br><b>EXCEPTIONS:</b> those members covered in block 1   | male, officer or enlisted (before his 26th birthday)   | 6 years                |
| <b>★4</b>  | between 1 Feb 78 and 10 Nov. 79<br><b>EXCEPTIONS:</b> those members covered in block 2   | female, officer or enlisted (before her 26th birthday) | 6 years                |
| <b>★5</b>  | on or after 11 Nov. 79 and through 31 May. 84<br><b>EXCEPTIONS:</b> those members covered in blocks 1 and 2 (see note).                                | male or female, officer or enlisted, regardless of age | 6 years                |
| <b>6</b>   | on of after 1 Jun 84   | male or female, officer or enlisted, regardless of age | 8 years                |

**NOTE:** Between October 1, 1979 and May 31, 1984, if an enlisted member entered through the Delayed Enlistment Program (DEP), MSO began upon entry on active duty.

5.5. This AFI prescribes the use of AF Form 1288, **Application for Ready Reserve Assignment**.

ROBERT A. McINTOSH, Maj General, USAF  
Chief of Air Force Reserve

## GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

### *References*

AFCAT 36-2223, *US Air Force Formal Schools*  
 AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)*  
 AFI 36-2017, *US Air Force Admissions Liaison Officer*  
 AFI 36-2020, *Disenrollment of US Air Force Academy Cadets*  
 AFI 36-2102, *Preparation of Personnel Selected for Relocation-Base Level Procedures*  
 AFI 36-2107, *Active Duty Service Commitments and Specified Period of Time Contracts*  
 AFI 36-2109, *Chief Master Sergeant of the Air Force and Senior Enlisted Advisor Programs*  
 AFI 36-2110, *Assignments*  
 AFI 36-2116, *Reserve Component Extended Active Duty Representation*  
 AFI 36-2503, *Administrative Demotion of Airmen*  
 AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*  
 AFI 36-3203, *Service Retirements*  
 AFI 36-3205, *Reserve Forces Procurement--Palace Chase*  
 AFI 36-3207, *Administrative Separation of Commissioned Officers*  
 AFI 36-3209, *Separation Procedures for Air Force Reserve Members*  
 AFM 36-8001, *Air Force Reserve Education and Training*  
 AFI 37-132, *Air Force Privacy Act Program*  
 AFI 38-201, *Determining Manpower Requirements*  
 AFI 38-204, *Air Force Manpower Programming*  
 AFI 38-205, *Wartime Manpower Planning and Programming*  
 AFI 48-123, *Medical Examination and Medical Standards*  
 AFI 52-101, *Chaplain Service Responsibilities and Procedures*  
 AFI 65-601, *Volume 4, Appropriation Symbols and Budget Codes*

### *Abbreviations and Acronyms*

#### *Abbreviations      Definitions or Acronyms*

|        |   |
|--------|---|
| ACN    | Action Change Number                                |
| AD     | Active Duty   |
| ADL    | Active Duty List                                    |
| AE     | Aeromedical Evacuation                              |
| AIA    | Air Force Intelligence Agency                       |
| AFROTC | Air Force Reserve Officers Training Corps           |
| AFSC   | Air Force Specialty Code                            |
| ARV-SQ | Air Reserve Squadron                                |
| ART    | Air Reserve Technician                              |
| ALC    | Assignment Limitation Code                          |
| CEM    | Chief Enlisted Manager                              |
| CAFSC  | Control Air Force Specialty Code                    |
| DRU    | Direct Reporting Unit                               |
| EDCSA  | Effective Date of Change of Strength Accountability |
| EPR    | Enlisted Performance Report                         |
| ETS    | Expiration Term of Service                          |
| EAD    | Extended Active Duty                                |
| ECI    | Extension Course Institute                          |
| FEMA   | Federal Emergency Management Agency                 |
| FOA    | Field Operating Agency                              |
| HYTD   | High Year of Tenure Date                            |
| IDT    | Inactive Duty Training                              |
| IMAPM  | Individual Mobilization Augmentee Program Manager   |

|        |   |
|--------|---|
| IMA    | Individual Mobilization Augmentee                         |
| IRBGQB | Initial Reserve Brigadier General Qualification Board     |
| IRR    | Individual Ready Reserve                                  |
| ISLRS  | Inactive Standby List Reserve Section                     |
| JAGDR  | The Judge Advocate General's Department Reserve           |
| MAJCOM | Major Command   |
| MPA    | Military Personnel Appropriation                          |
| MPF    | Military Personnel Flight                                 |
| MSO    | Military Service Obligation                               |
| NARS   | Non-Affiliated Reserve Section                            |
| NNRPS  | Non-Obligated Non-Participating Reserve Personnel Section |
| NAF    | Numbered Air Force  |
| ORS    | Obligated Reserve Section                                 |
| OSI    | Office of Special Investigations                          |
| OASD   | Office of the Assistant Secretary of Defense              |
| OJCS   | Office of the Joint Chiefs of Staff                       |
| PAS    | Personnel Accounting Symbol                               |
| PME    | Professional Military Education                           |
| PEP    | Promotion Enhancement Program                             |
| PSD    | Promotion Service Date                                    |
| RBGQB  | Reserve Brigadier General Qualification Board             |
| RPI    | Rated position Identifier                                 |
| RRPS   | Ready Reinforcement Personnel Section                     |
| RMVS   | Reserve Management Vacancy System                         |
| RPA    | Reserve Personnel Appropriations                          |
| SEA    | Senior Enlisted Advisor                                   |
| STL    | Single Training Location                                  |
| SPECAT | Special Category  |
| SOFA   | Status of Forces Agreements                               |
| TAFCS  | Total Active Federal Commissioned<br>Service Date         |
| TPs    | Training Periods  |
| UNT    | Undergraduate Navigator Training                          |
| UPT    | Undergraduate Pilot Training                              |
| UMD    | Unit Manning Document                                     |
| UPRG   | Unit Personnel Record Group                               |
| USAFR  | United States Air Force Reserve                           |
| WCMSL  | Wartime Critical Military Skills List                     |